

❖ 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:

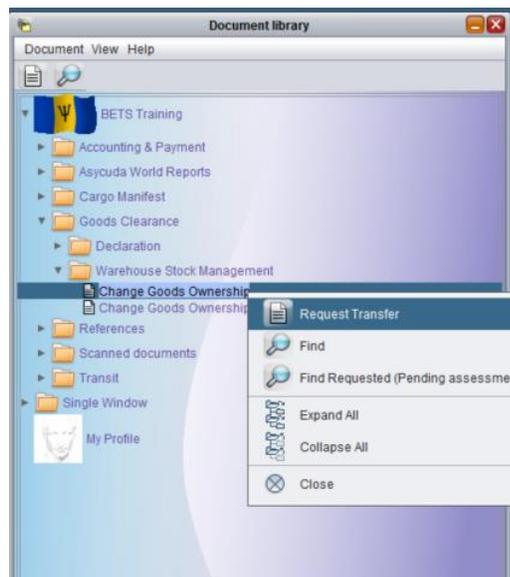


Figure: Request Change of Goods Ownership

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.

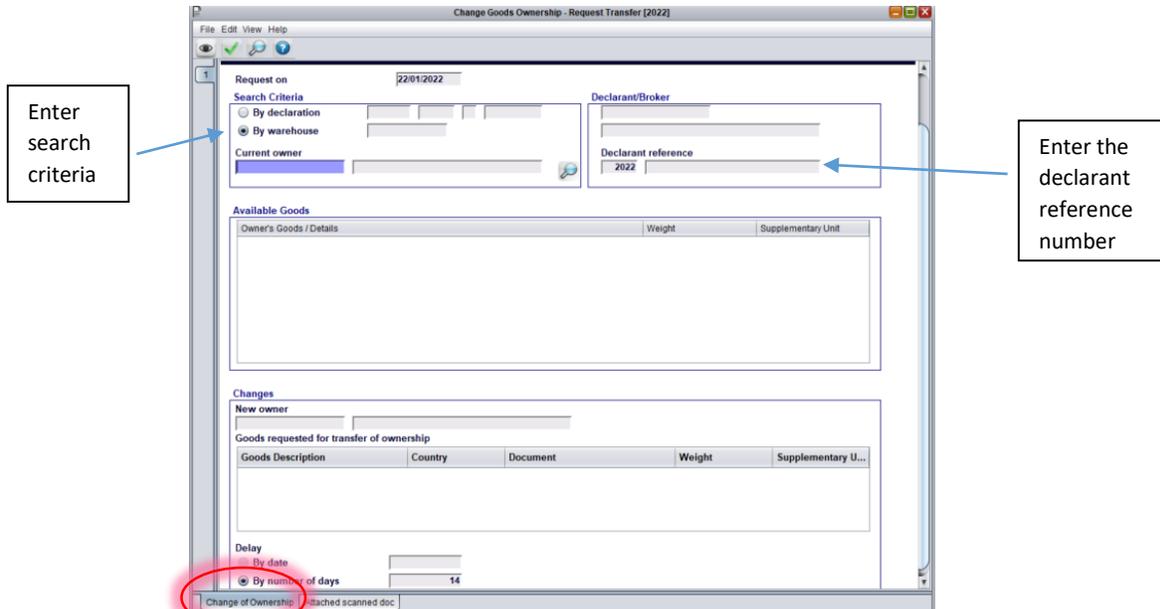


Figure: Change of ownership tab

Click here to add the selection to the below box

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	Packing instructions		

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.

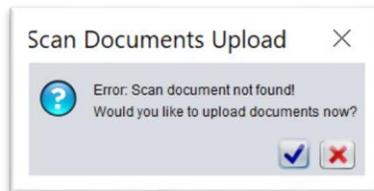


Figure: Prompt to upload document

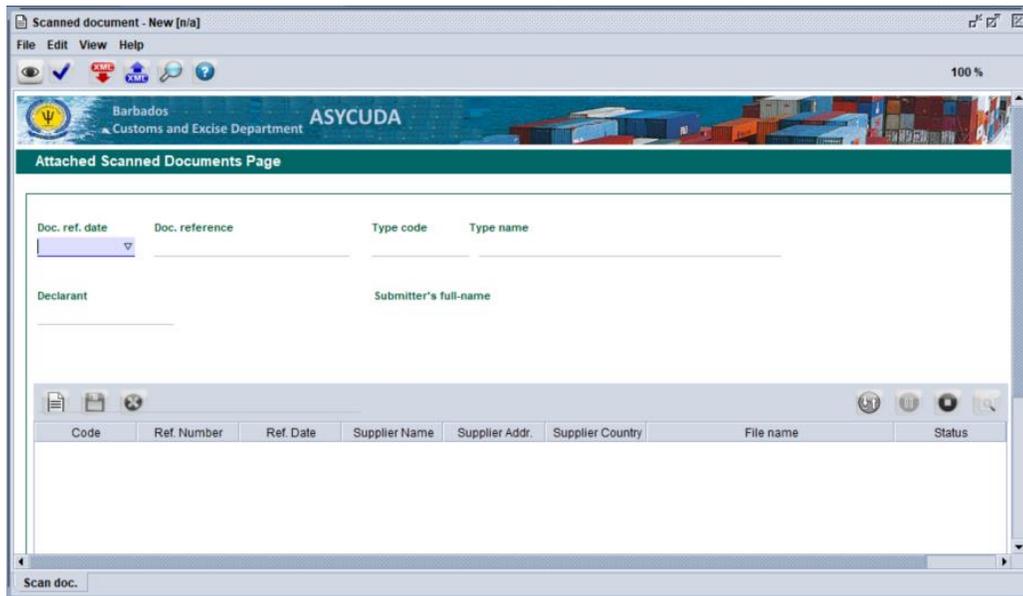


Figure: Dialogue box to add scanned document

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

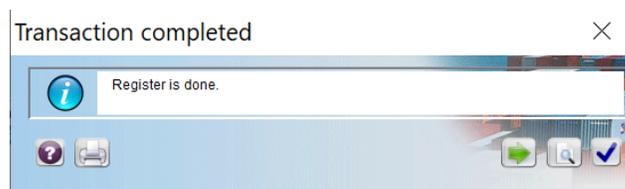


Figure: Transaction Completed

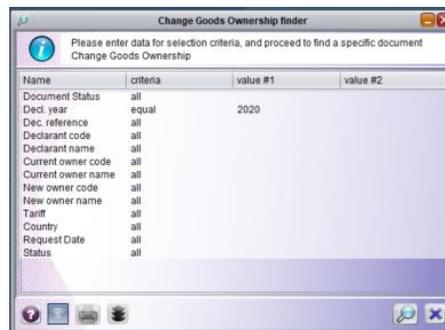


Figure: Find transfer document

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

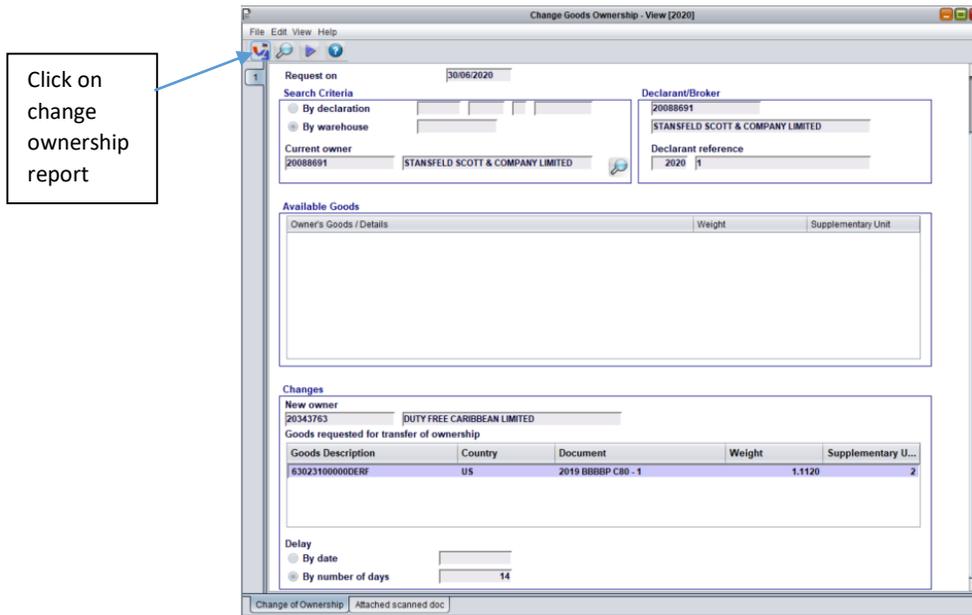


Figure: Change goods ownership report

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 BHHBP 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.

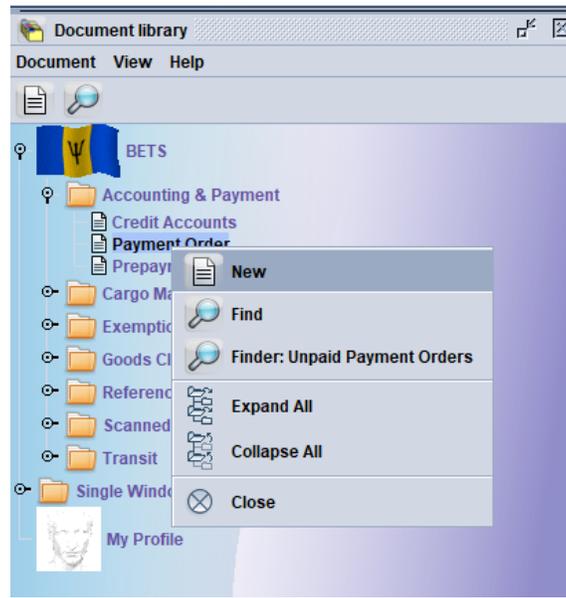


Figure: Creating a new payment order

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 a 'Payment Order - New [n/a]' form with the following sections:

- Declarant Information:** Fields for Declarant Code, Company Code, Name and Address, Payment Order Number, Customs Office, Receipt Identification, and Date. A total of 0.00 is shown for Amount Collected.
- Declarations:** A table with columns: Declarant Reference, Registration Reference, Model, and Assessed Amount. Below it is a detailed table with columns: Declarant Reference, Office, Registration Reference, Model, Status, and Assessed Amount. A document icon is present on the right side of this section.
- Other Duties, Fees and Taxes:** A table with columns: Code, Description, Reference, and Amount. A dropdown menu is open for the Code field, showing options: AMD (MANIFEST AMEND), AML (AMUSEMENT), ARL (ARCADE), CAL (CLEARING AGENT), CAS (CUSTOMS AUCTION), DCT (AIRPORT SERVICES), FIC (FINES BY COC), and FTL (FTL).
- Means of Payment:** A table with columns: Code, Description, Reference, Bank Code, and Amount.

Callouts and their targets:

- Enter Declarant or company code:** Points to the Declarant Code and Company Code fields.
- Enter the Declaration reference:** Points to the Declarant Reference column in the 'Declarations' table.
- Chose option from the drop box:** Points to the 'Code' dropdown menu in the 'Other Duties, Fees and Taxes' table.
- Click to add information to the box below:** Points to the document icon in the 'Declarations' table.

Figure: New Payment order form

Tick the Reference box and enter the Prepayment Account information

The screenshot shows a software window titled "Payment" with a menu bar (File, Edit, View, Help) and a toolbar. The main area contains several sections:

- Declarations Table:**

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

Total Amount for Declarations: 1,066.00
- Other Duties, Fees and Taxes Table:**

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

Total Amount for other Transactions: 700.00
- Means of Payment Table:**

Code	Description	Reference	Bank Code	Amount
------	-------------	-----------	-----------	--------
- Prepayment account section:**

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 Tended:
Change in Cash:
Total Amount Collected: 0.00

A blue arrow points from the text box to the "Reference" checkbox in the Prepayment account section.

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.

The screenshot shows a dialog box titled "Transaction completed" with a close button (X) in the top right corner. It contains an information icon (i) and the following text:

Generate is done.
Payment Order Reference: 2022 - 10

Below the text is a checkbox labeled "Print pre-form" which is currently unchecked. At the bottom of the dialog box, there are several icons: a question mark, a printer, a green arrow, a magnifying glass, and a checkmark.

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.

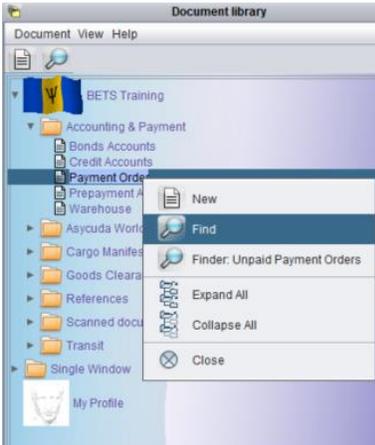


Figure: Find the payment order created



Figure: Retrieving generated payment order

Once successful the below transaction complete box will be generated.



Figure: Transaction completed box

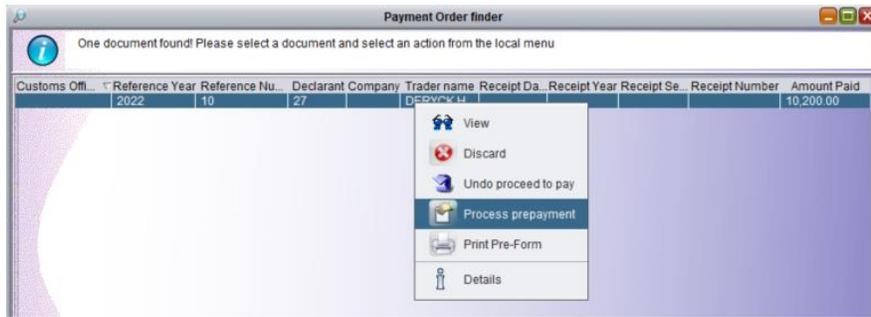


Figure: Process prepayment

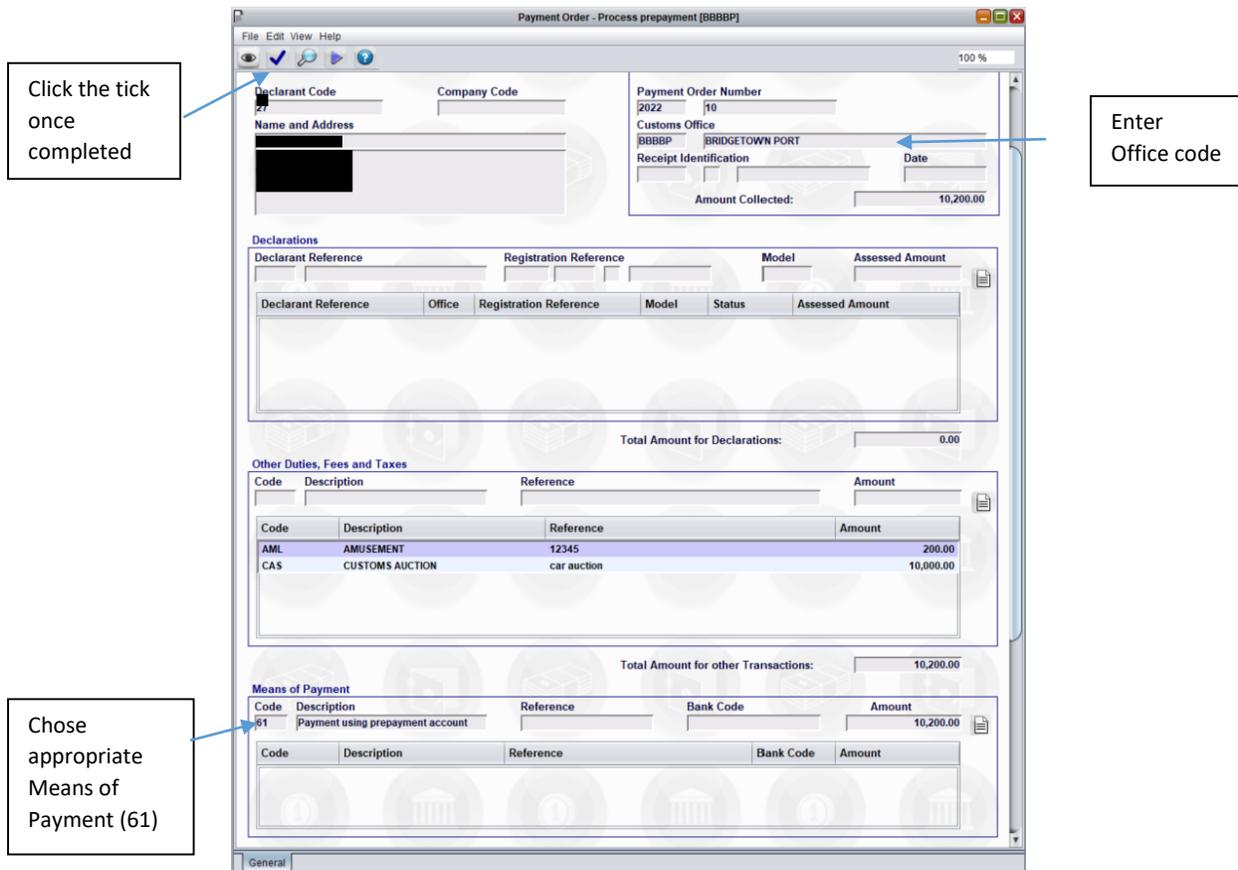


Figure: Completed Payment Order

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

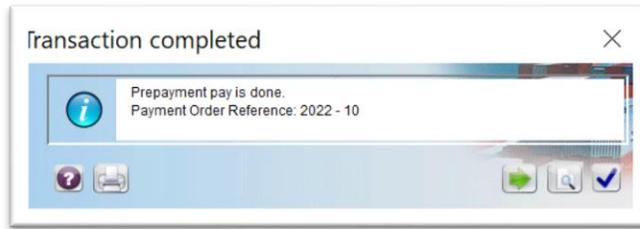


Figure: Transaction Complete

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.

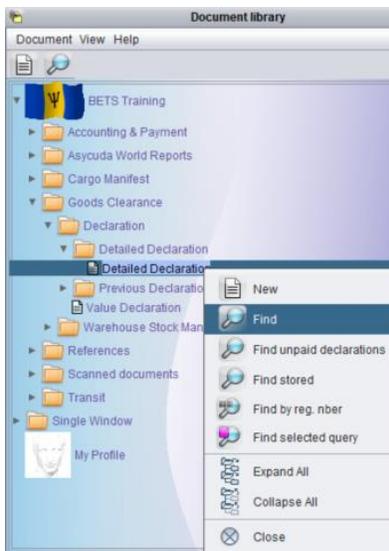


Figure: Find declaration

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.

Year	Off.	Declarant	Decl. C.	Ref. Nber	Re.	Reg.	R.	Type	Gen. P.	Items	Exporter	Rcp. Se.	Recl.	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	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 LIMITEDQ...		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.

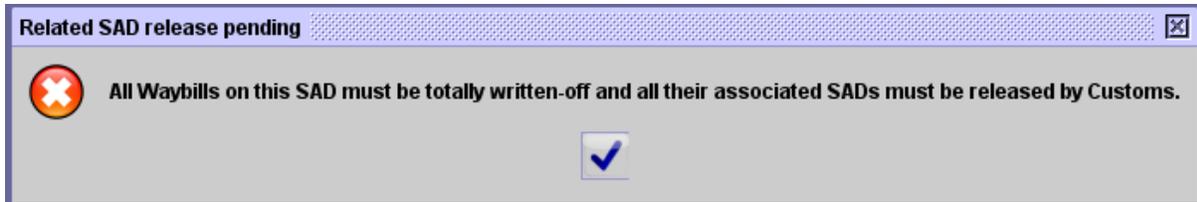


Figure: Related SAD Release Pending

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 Row, Barbados
Tel: 310-3800 | Fax: 430-2370

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
BBBPS02	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
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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:
MICOLE DRAKES

Comptroller of Customs



Release
Instruction
Details

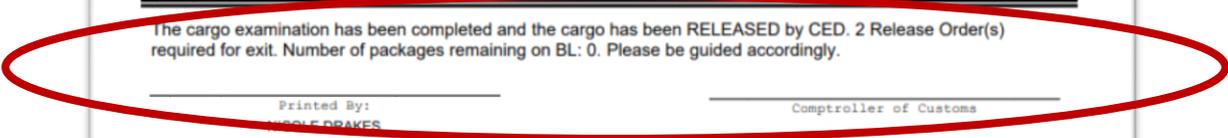


Figure: Customs Release Order

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.