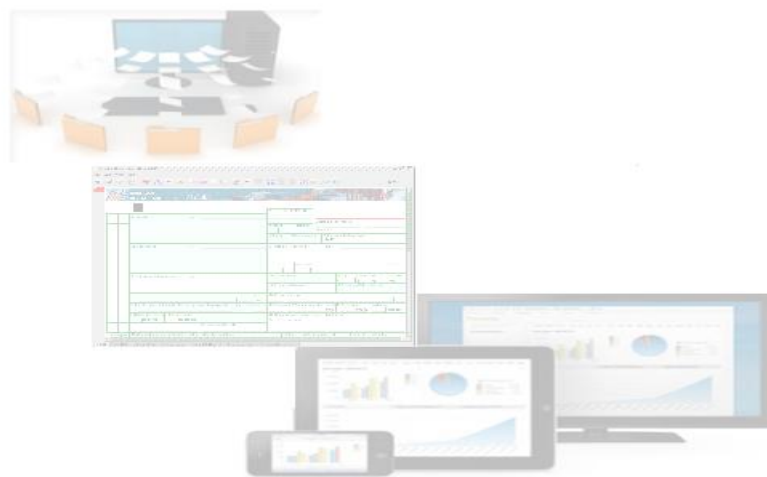




Barbados Customs & Excise Department



Brokers and Broker Clerks User Manual

Prepared by
ASYCUDA World Project Unit

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1. Introduction

The declaration processing feature is the core component of ASYCUDA. It reflects both the system behavior and the Customs practices. Its main environment includes the customs tariff, reference tables and taxation rules.

This user manual was developed to help users of ASYCUDA World to familiarise themselves with the system's declaration processing functions. The user will be guided through the ASYCUDA World menu options and tools, the Single Administrative Document (SAD), the declaration processing steps and declaration control. The functions included are based on the ASYCUDA core system for the processing of Customs Declarations. They aim to speed-up processing of documents, minimise paper document handling, implement systematic working methods and optimise allocation of resources.

ASYCUDA promotes and supports the application of modern customs operational principles. These include selective examination practice, trader compliance incentives, effective management of customs clearance, payment schemes to facilitate trade and secure duty collection, and control of the routing of trade to approved Customs Clearance Offices.

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 and 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 request a password change due to a forgotten or compromised password.

Welcome to ASYCUDA World!

2.Login Process

The ASYCUDA World (AW) login is provided via a web portal @ <http://asycuda.customs.gov.bb> ; two accesses are provided. One allows access to the Training server and the other for the Production server. To avoid confusion, different login credentials will be provided for the training and production server. Kindly follow the following steps to login to AW:

1. Proceed to the web portal and click on the training or production icon
2. A login dialog will be presented as shown in **Figure-1** below



Figure 1 – Login Dialog

3. Enter your username and password and Click the check icon  or press the “Enter” key.

PREREQUISITE There is some basic information that should be provided to users before they start using AW, mainly:

- A thorough knowledge of the application interface *as far as declaration processing is concerned*.
- Clear understanding of the Single Administration Document (SAD) form fields and its ancillary forms.

3. Invoking the SAD

The following steps are required to generate the SAD Form:

3.1. AW Main Menu

Once the AW application runs and the user logs in with the right credentials, the **AW main menu** is displayed on the screen (**Figure-2**). Each of the main menu options will be discussed in the related section of the manual.

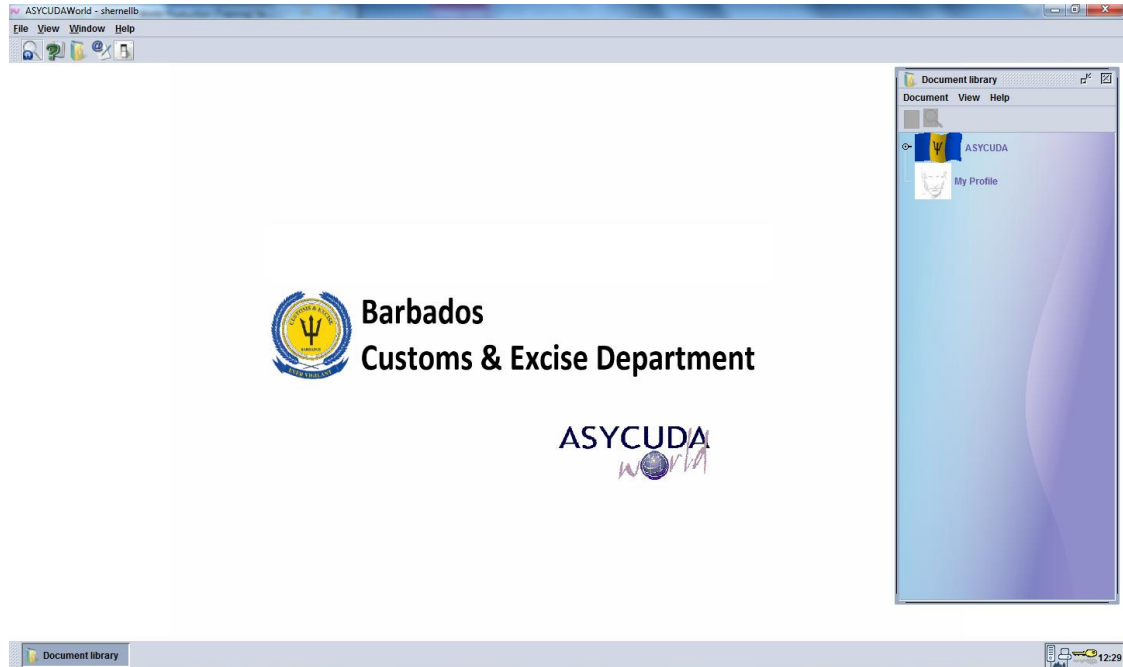


Figure 2 – AW Option Menu

3.2. Expanding the 'Goods clearance option

Clicking once on the **Goods clearance** option shows the details as displayed in **Figure-3**.

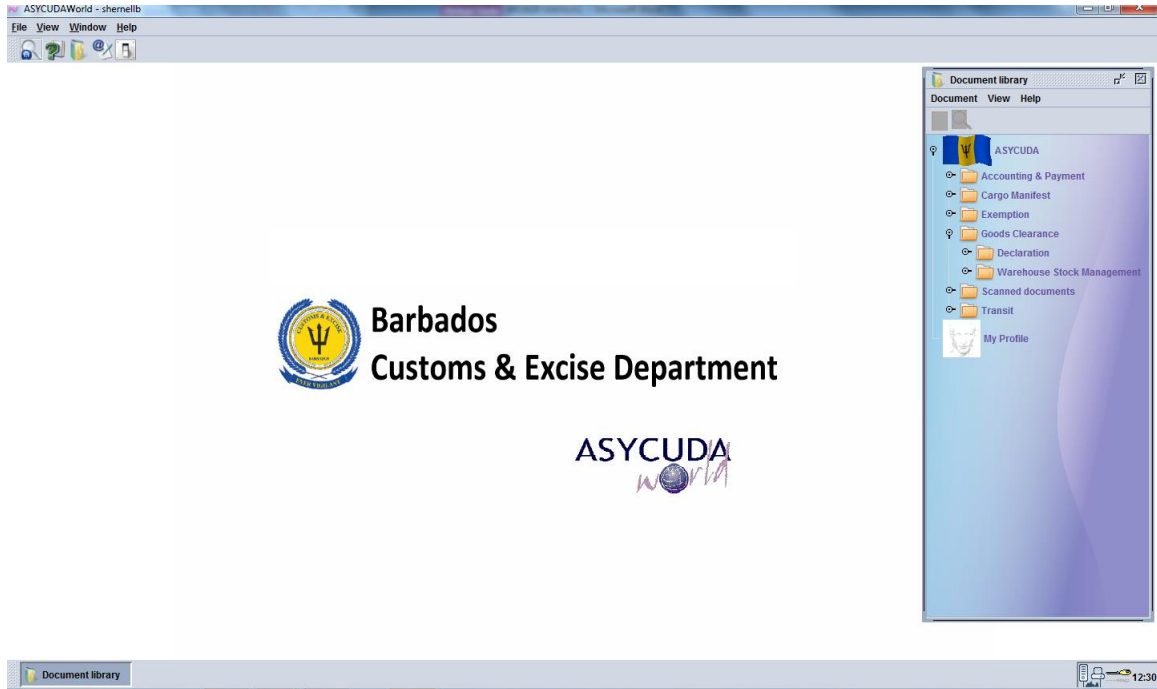


Figure 3 – Expanding Goods Clearance Option

3.3. Expanding the “Detailed Declaration” option

This option is the focus of this manual. It contains two major operations that could be done on a customs declaration:

- (i) completing a new declaration;
- (ii) and (ii) finding a declaration using different search criteria. AW provides a powerful search tool - the Finder.

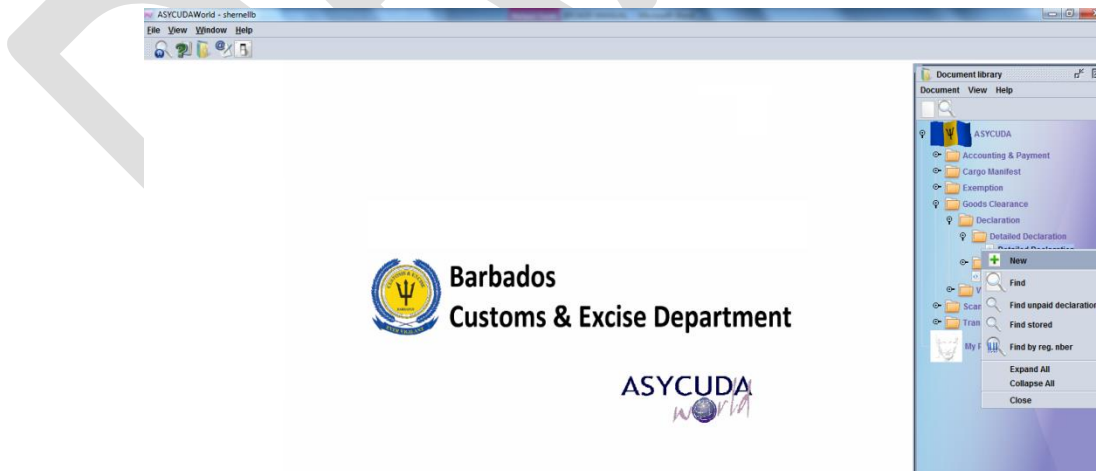


Figure 4 – Expanding Detailed Declaration Menu

The SAD form is displayed as in Figure 5 along with subsequent forms.

The SAD form (Detailed Declaration) is composed of ONE main form and SEVEN auxiliary forms, namely:

1. SAD (Main form) and SAD item page (multiple item declaration)
2. General Valuation Note and Item Value.
3. Assessment Notice form
4. Information page form
5. Other Attached document form
6. Other Scanned documents form
7. Scanned Invoices and Supplier details.

The screenshot shows the ASYCUDA SAD form (Detailed Declaration) displayed in a software application window. The form is titled "Detailed Declaration - New [2018]" and is from the Barbados Customs and Excise Department. The form is divided into several sections:

- General Information:** Fields for 1. Regime Type, 2. Exporter / Consignor, 3. Pages, 4. Load List, 5. Items, 6. Total packages, 7. Commercial Reference number, 8. Importer / Consignee, 9. Person/Entity Responsible for Financial Settlement, 10. Declaration Number, 11. Trading city, 12. Additional Value details, 13. Country of export, 14. C.E. Code, 15. C.O. Code, 16. Country of origin, 17. Country of Destination, 18. Identify and nationality of active means of transport on arrival/dept., 19. Ctr., 20. Delivery terms, 21. Identify and nationality of active means of transport crossing the border, 22. Currency & total amount invoiced, 23. Exchange Rate, 24. Nature of transport, 25. Mode transport, 26. Inland Mode of transport, 27. Place of Loading, 28. Financial and Banking data, 29. Office of entry/exit, 30. Location of goods, 31. Packages and description of goods, 32. Item No., 33. Commodity code, 34. City, Orig. Code, 35. Gross weight (kg), 36. Trade Agreement, 37. PROCEDURE, 38. Net weight (kg), 39. Quota, 40. AWB/BL/Previous Document, 41. Statistical Units, 42. Item price, 43. V.M. code, 44. Add. info Documents Produced Certificates and authorization, 45. License No, 46. Valuation Note, 47. Calculation of taxes, 48. Deferred payment/Pre-payment, 49. Identification of warehouse, 50. Principal, 51. Intended offices of transit and country, 52. Guarantee not valid for, 53. Office of destination (and country), 54. Place and date.
- ACCOUNTING DETAILS:** Fields for Mode of payment (CASH), Assessment, Receipt number, Guarantee, Total fees, and Total declaration.
- DECLARATION:** Fields for Principal, Intended offices of transit and country, and Office of destination (and country).
- Approval Status:** Fields for Signature and Stamp.

The form also includes a section for calculation of taxes and a section for approval status. The bottom of the form contains a footer with the text "S.A.D. Val. Note Asmt. Notice Info. Page Att. Doc." and a large watermark "ASYCUDA" overlaid on the form.

Figure 5 – SAD Form Displayed

SAD (Main form)

SAD main form consists of two segments: (i) the general segment and (ii) the item segment. The general segment covers general information about the whole consignment such as exporter, consignee, declaration type, etc., while the item segment contains all the necessary information needed to clear the consignment such as commodity code, value, country of origin, etc. The SAD fields are listed and described in **Table-1**.

3.4 Explanation of the SAD data elements:

Box No	Box Caption	Description
N/A	Office of Destination/ Dispatch	A customs office at which a declaration is lodged In case of IMPORT the field name is: <i>Office of destination</i> while in Export it is: <i>Office of dispatch/Export</i> .
1	Regime Type*	Type of declaration code according to the standard (EX1, EX2, IM4, etc.)
2	Exporter/ Consignor[^]	Party who makes, or on whose behalf, the export declaration is made and who is the owner of the goods or has similar right of disposal over them at the time when the declaration is accepted. In case of IMPORT, the exporter is residing outside the country of destination and, consequently, his information does not exist in the reference data tables. Thus, his information is entered manually as written in the transaction's documents. In case of EXPORT, his information should be stored in the relevant reference table and could be filled in automatically either popped up or using the finder.
3	Pages	Used by the system
4	Load List	The number of loading lists, manifests or similar documents (known as bill of lading)
5	Items	Number of declared items
N/A	Manifest	Reference number to identify a manifest
6	Total packages	Total number of packages for the whole declaration; packages are made in such a way that they cannot be divided without first undoing the packing
7	Commercial Reference number	Trader's Declaration reference number. A number given to the declaration from the trader's register. The trader can use it to retrieve/modify his declarations.
8	Importer/ Consignee*	Name [and address] of party who makes, or on whose behalf a Customs clearing agent or other authorized person makes, an import declaration. This may include a person who has possession of the goods or to whom the goods are consigned.

Box No	Box Caption	Description
9	Financial Responsibility*	Name and address of the party responsible for either the transfer or repatriation of the funds relating to a transaction
10	Country last con.*	Country from which goods have been or will be consigned prior to final importation
11	Trading cty.*	Country in which the deal was done (it might be useful as an indicator for the customs value)
12	Value details	Additional cost item
13		Common Agricultural Policy (for EU countries)
14	Declarant*	Customs clearing agent; could be the trader, if he is authorized to clear his consignments by himself, or a brokerage agency
15	Country of export*	Country from which goods are despatched between countries of a Customs union, Despatch country, Country of exportation, Country of provenance
16	Country of origin*	Country in which the goods have been produced or manufactured, according to criteria laid down for the application of the Customs tariff or quantitative restrictions (quota), or any measure related to trade
17	C.D.*	Country of destination; the country to which a consignment is to be delivered to the final consignee
18	Identity and nationality* of active means of transport on arriv/dept	Means of transport used at the time of presentation (departure for export, arrival for import) of the consignment to a Customs office in the context of a goods declaration
19	Ctr.	An indication whether goods are transported in a container or not
20	Delivery terms*	Terms of delivery, coded
21	Identity and nationality* of active means of transport crossing the border	Free form description of a type of means of transport
22	Currency* & total amount invoiced	Total monetary amount charged in respect of one or more invoices associated with the currency in which goods were purchased. The red underline draws the user's attention to fill in the general valuation note form.
23	Exch. Rate*	The rate at which one specified currency is expressed in another specified currency
24	Nature of transact.*	Code-1 specifying a type of contract (main category) Code-2 specifying a type of contract (sub-category) Code-1 and Code-2 should read together in order to give a comprehensive description of nature of transaction

Box No	Box Caption	Description
25	Mode transport at border*	Code specifying a type of means of transport
26	Inland mode transport*	Code specifying a type of means of transport for in-country transportation
27	Place of Loading*	Name of a seaport, airport, freight terminal, rail station or other place at which goods are loaded onto the means of transport being used for their carriage
28	Financial and banking data*	Bank code
		Terms of payment
29	Office of entry*	Customs office at which the goods enter the customs territory of destination
30	Location of goods*	Name of the place where a specific goods item is located and eventual location in which physical inspection might take place
31	Packages and description of goods*	Plain language description of the nature of a goods item sufficient to identify it for customs, statistical or transport purposes. The kind of package code is chosen from a pull down menu and the corresponding text is printed on the next line.
32	Item No.	Serial number of the item in that declaration
33	Commodity code*	Code (Harmonised system) specifying a type of goods for Customs, transport or statistical purposes (generic term)
34	Country of Origin Code*	A code to identify the country in which the goods have been produced or manufactured, according to criteria laid down for the application of the Customs tariff or quantitative restrictions, or any measure related to trade
35	Gross Weight	Weight (mass) of goods including packaging but excluding the carrier's equipment
36	Trade Agreement*	Code specifying a regime according to which tax is assessed such as preferential duty rate
37	PROCEDURE*	Code specifying a procedure performed by Customs on goods which are subject to Customs control
38	Net Weight	Weight (mass) of goods without any packaging
39	Quota	Quota reference; when a quota related transaction is in question, eligible traders should fill in this field with the appropriate quota reference. In a well-designed system, when a quota is depleted the trader should be treated differently according to the regulations in force.
40	BL/AWB #/ Previous	Transport Document reference number or Previous Customs entry reference #

Box No	Box Caption	Description
	document	
41	Statistical units	Quantity of the goods in the unit as required by Customs for tariff, statistical or fiscal purposes
42	Item price	Amount due to each chargeable item of goods or service
43	Valuation method code*	Method used to value the declared item
44	Additional information	Identifier of a document providing additional information
45	Adjustment	Monetary Amount Adjustment. Identifier; To identify an adjustment to a monetary amount such as an allowance or charge. (Percentage converted into a 2-digit decimal fraction)
46	Customs value	Value declared for statistical purposes of those goods in a consignment having the same statistical heading
47	Calculation of taxes	A mathematical formula is adopted to calculate the various duties / taxes / fees due on each item of the consignment. This encompasses; duties or taxes applicable to commodities or a type of tax or fee applicable to services. The formula is applied on the tax base relevant to each tax type.
48	Deferred payment	Reference number identifying a payment of a duty or tax, e.g. under a transit procedure
49	Identification of warehouse*	To identify a warehouse where a particular consignment has been stored
50	Principal*	Name and address of a party liable for goods moving under a customs authorisation and, when applicable, a guarantee
51	Intended office transit	Name of the customs office which is responsible for transit formalities en route
52	Guarantee not valid for	Customs office at which a security or guarantee for the movement of goods under a transit procedure is lodged
53	Office of destination and country	Name of the customs office at which goods are released from a Customs transit regime
54	Place and date	To be filled by the representative of the trader indicating the date

Box No	Box Caption	Description
		of the declaration and the name of the representative

Table 1 - SAD Fields and description

4. Uploading Scanned Documents

Other scanned documents may be uploaded by accessing the Scanned Document e-document located within the scanned document binder within the document library as seen in Figure 6

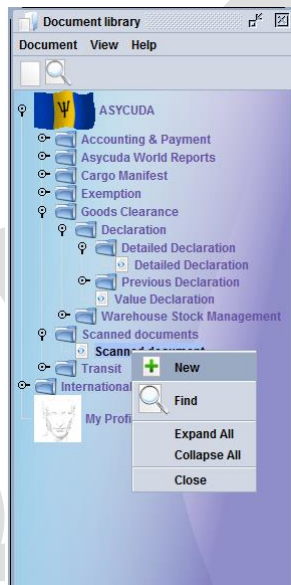


Figure 6 – Selecting a New Scanned Document

Click on New and the following page will appear as shown in Figure-7 below.

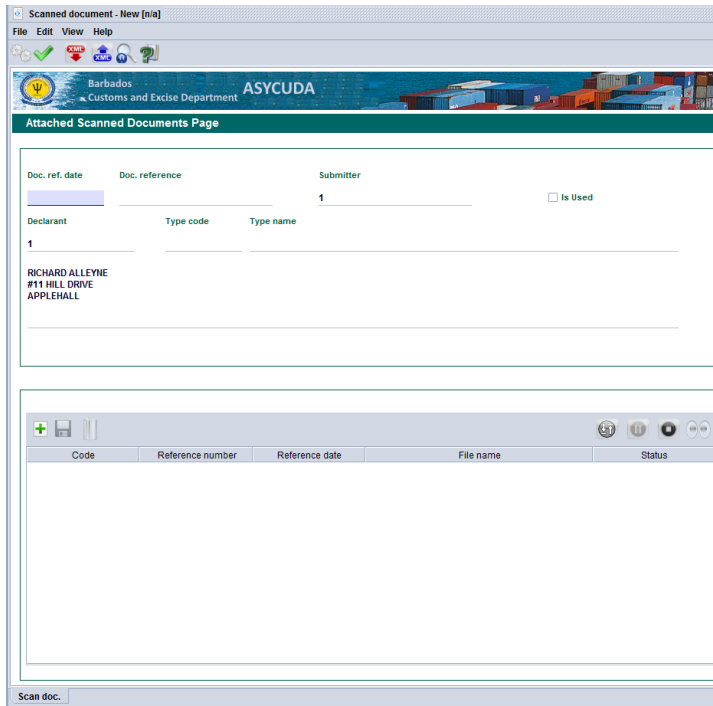


Figure 7 – AW Scan Document

Three Fields on the upper part of the Scanned Documents must be completed

1. Doc.ref.date: Date the Document is being worked on
2. Doc.reference: Reference name for the Document
3. Type code: code for the Document being attached

Click on the add icon on the lower part of the entry as shown in Figure 8 and a pop up box will appear as shown in Figure 9 which corresponds to the local computer

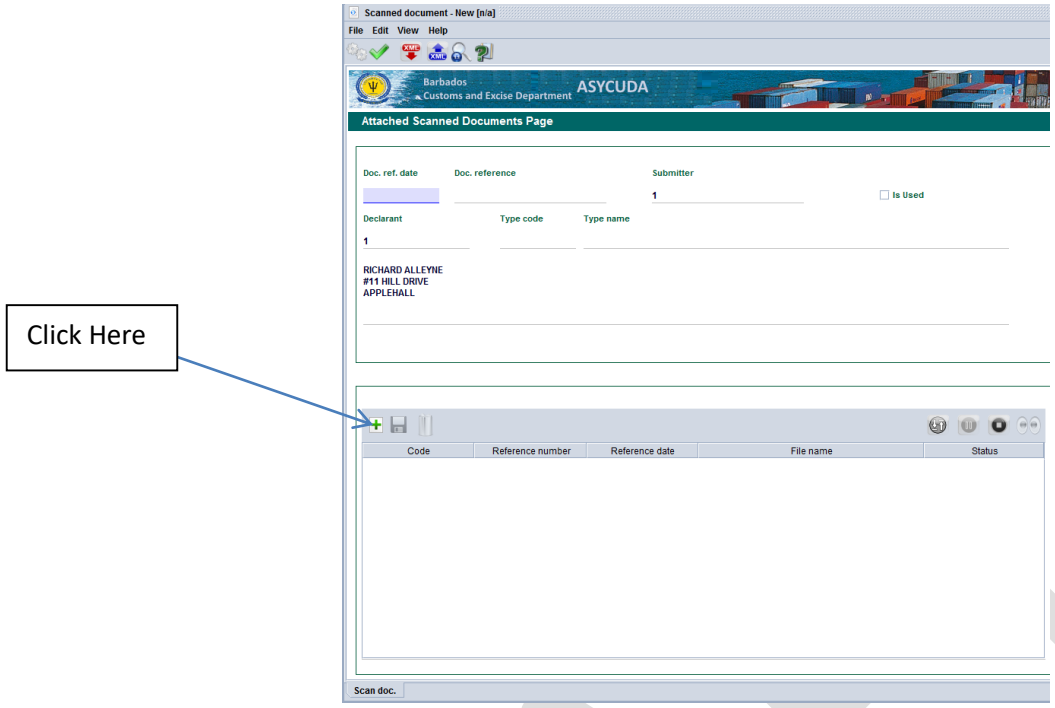


Figure 8 – AW Scan Document

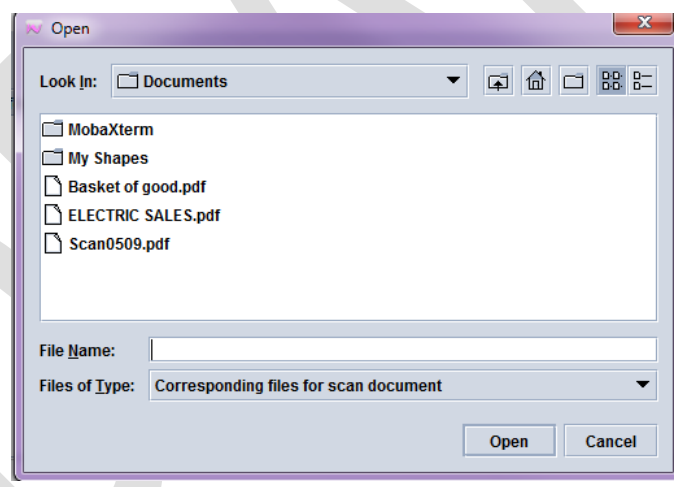


Figure 9 – Local Computer Storage

Navigate to where the scanned document has been saved on the local computer

Select the scan document to be uploaded and click open, the fields will be populated as shown in Figure 10.

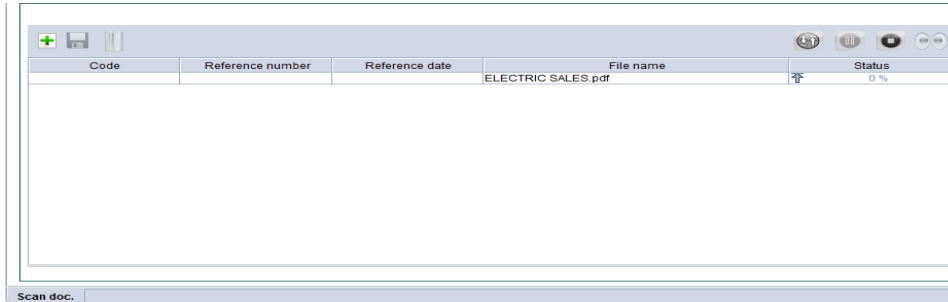


Figure10

Complete the information and click on the upload button

Click Here

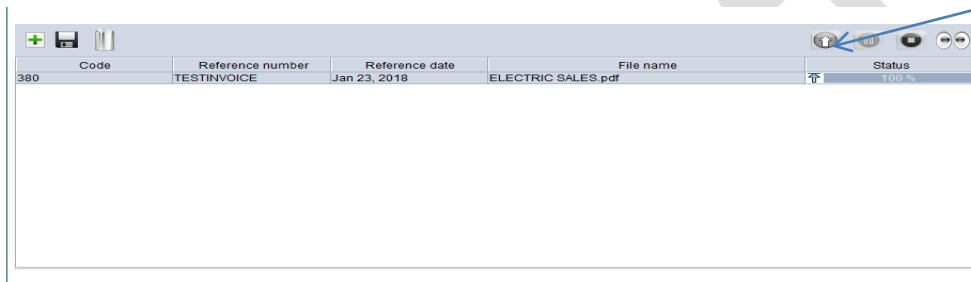


Figure11

Select the green check button as shown below

Click Here

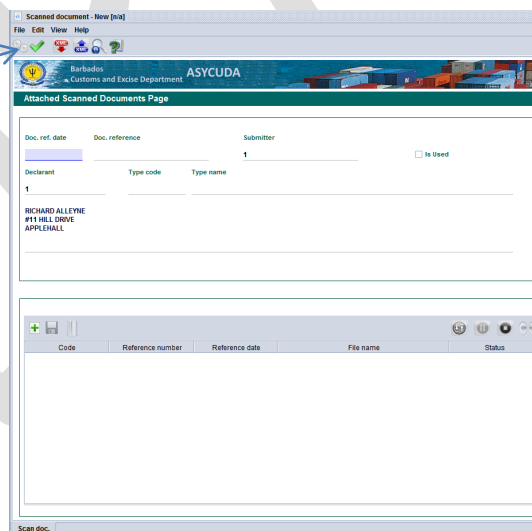


Figure 12

and once successful the following box will appear



Figure 13

The maximum file size allowed is 1MB. Care must be taken when setting the resolution for scan. A large file will take more time to upload or retrieve a SAD.

5. Creating a SAD

Ensure that all the required documents and information are available before proceeding to complete a Customs Declaration. These include:

- (a) the manifest number;
- (b) waybill reference number;
- (c) invoices; and
- (d) any other related documents such as permits or licenses which must be submitted with the declaration.

Also ensure that all ancillary documents are legibly scanned in PDF format and appropriately named and uploaded via The Scanned Document Folder. The maximum file size allowed is 1MB. Care must be taken when setting the resolution for scan. A large file will take more time to upload or retrieve a SAD.

5.1. Follow the following path in the document library to create a new SAD:

ASYCUDA>>>Goods Clearance>>>Declaration>>>Detailed Declaration then right click **“Detailed Declaration”** and select **New**

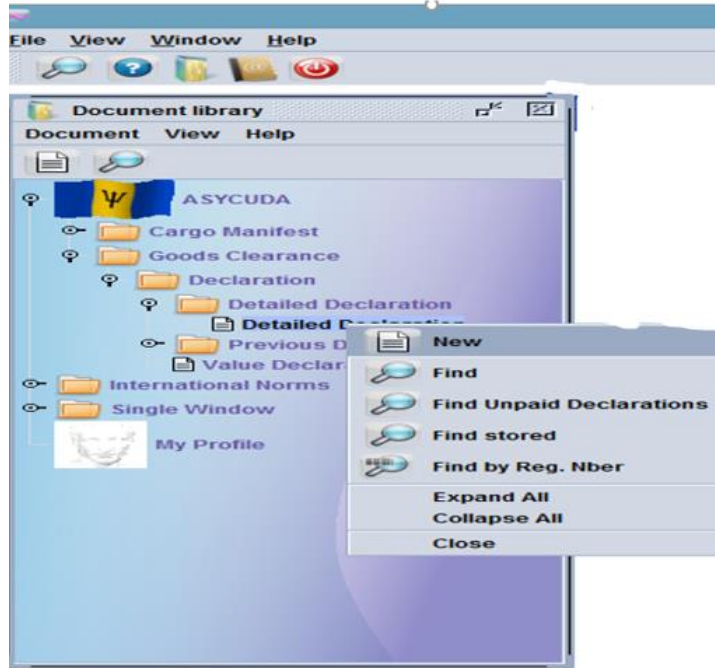


Figure 14 Creating a new SAD

A new SAD form will open. **Figure-15** shows an example of a completed SAD.

Detailed Declaration - New [2018]
File Edit View Help

Barbados
Customs and Excise Department
ASYCUDA

2 Exporter / Consignor TIN. RESTEQUIT SUPPLY CO INC

8 Importer / Consignee TIN. 20052546
GATSBY INCORPORATED
128 Sunset Crest
St. James

14 Declarant / Representative TIN. 1
RICHARD ALLEYNE
#11 HILL DRIVE
APPLEHALL

18 Identity and nationality of active means of transport on arriv/dept. ROYAL SUN BE Ctr. CFR

21 Identity and nationality of active means of transport crossing the border ROYAL SUN BE

25 Mode transport 1 at border 26 Inland Mode of transport 27 Place of Loading CAAAL ALERT BAY

29 Office of entry/exit BBBBP BRIDGETOWN PORT 30 Location of goods BBBBPS04

1 Regime Type IM 4
OFFICE OF DESTINATION / DISPATCH
BBBBP
BRIDGETOWN PORT
Registration Number
Manifest Ref. 2017 1
5. Items 1 6. Total packages 100 7. Commercial Reference number 2018 28063

9 Person/Entity Responsible for Financial Settlement TIN.
Country last 11 Trading 12 Additional Value details
CA con. cty. 480.00

15 Country of export Canada 16 Country of origin Canada 17 Country of Destination Barbados

15. C.E. Code CA 17 C.D. Code BB

20 Delivery terms
22 Currency & total amount invoiced CAD 900.00 23 Exchange Rate 1.55 24 Nature of transac. 1 1

28 Financial and Banking data Bank Code
Terms of payment
Bank Name
Branch

31 Packages and description of goods
Marks and numbers - Containers No(s) - Number and kind
NARI BDOS
Nbr & Kind 100 CT
Carton
Tariff Description
Of other textile materials
Commercial Description
TABLE CLOTHS

32 Item No. 1
33 Commodity code 6302590 000
Product Identification
34 Cty. Orig. Code CA 35 Gross weight (kg) 1,800.00 36 TradeAgmt
37 PROCEDURE 4000 000 38 Net weight (kg) 1,500 39 Quota
40 AWB/BL/Previous Document 01 Split Line
41 Statistical Units NMB 50 42 Item price 900.00 43 V.M. 50%

44 Add. info Documents Produced Certificates and authorization
Licence No. Val. Dep. Qty.
Valuation Note 480.00+0.00+0.00+0.00-0.00
A.I. Code 45 Adjustment 1
46 Customs Value 1,875.00

47 Calculation of taxes
Type Tax base Rate Amount MP
Total
48 Deferred payment/Pre-payment
49 Identification of warehouse Delay
B ACCOUNTING DETAILS
Mode of payment CASH
Assessment / Date
Receipt number Date
Guarantee Date
Total fees BBD
Total declaration BBD

50 Principal NO. Signature APPROVAL STATUS

51 Intended offices of transit and country
Represented by
Place and date

52 Guarantee not valid for Code 53 Office of destination (and country)

D CONTROL BY OFFICE OF DESTINATION/DISPATCH Stamp:
Signature
54 Place and date:
I/We hereby declare all the particulars on this declaration to be true and that all attached documents refer to the goods as declared.


S.A.D. Val. Note Asmt. Notice Info. Page Att. Doc. Containers



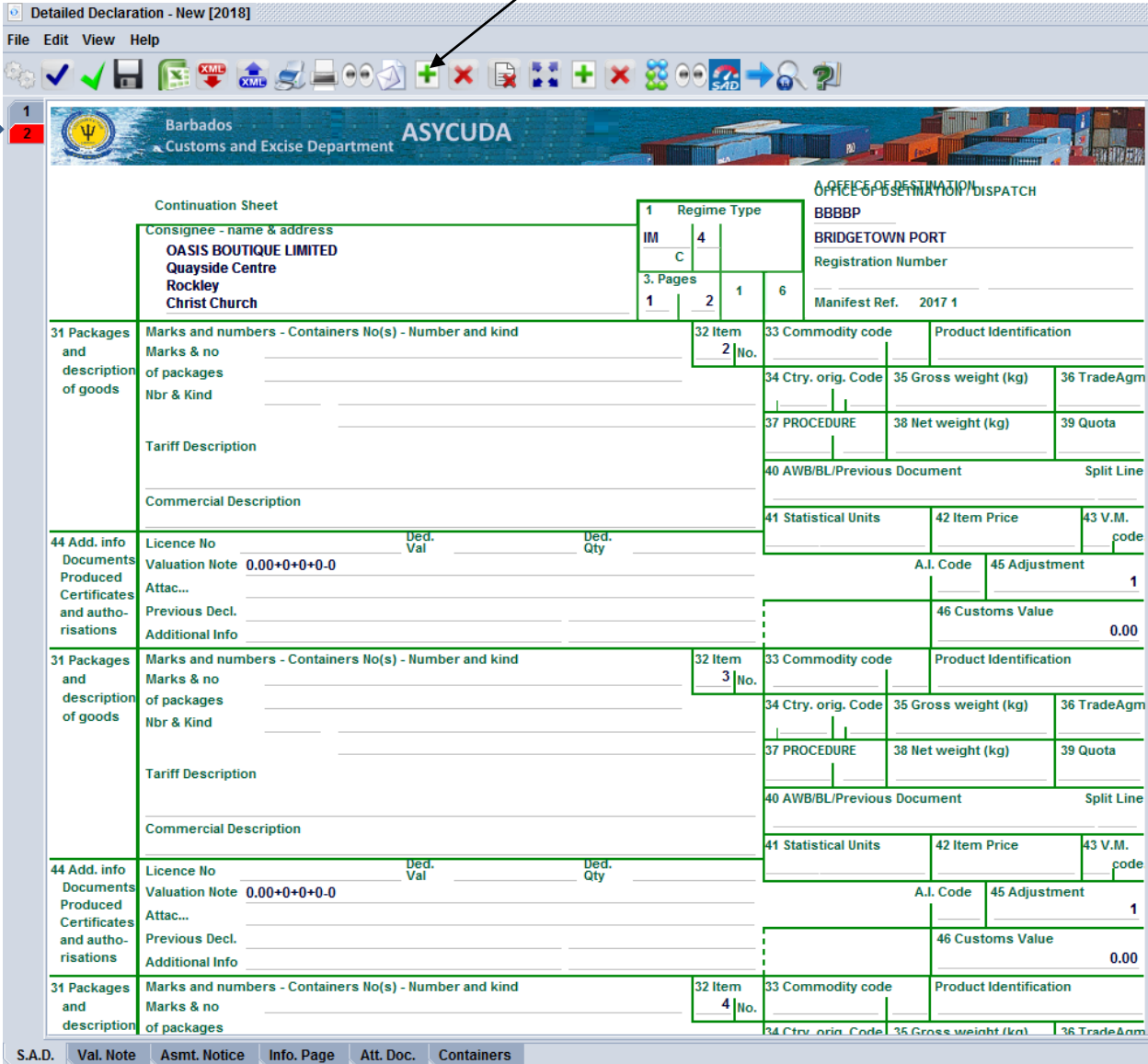
Figure 15 – Example of a completed SAD with two items

NB: the TABS at the bottom of the main SAD should be used to navigate between forms.

6. Adding items to the SAD

The SAD is configured to allow three items per additional page and a maximum of 350 items per declaration. Click the “Add item” icon  to add an additional item page as shown in **Figure-16** below.

Add New Items Page



The screenshot shows the ASYCUDA software interface for a 'Detailed Declaration - New [2018]'. The form is titled 'Continuation Sheet' and is for 'Barbados - Customs and Excise Department'. The 'Office of Destination/Dispatch' is 'BRIDGETOWN PORT'. The 'Regime Type' is 'IM 4'. The 'Consignee - name & address' is 'OASIS BOUTIQUE LIMITED, Quayside Centre, Rockley, Christ Church'. The 'Manifest Ref.' is '2017 1'. The form is divided into multiple sections for adding items, with fields for '31 Packages and description of goods', '32 Item No.', '33 Commodity code', '34 Ctry. orig. Code', '35 Gross weight (kg)', '36 Trade Agm', '37 PROCEDURE', '38 Net weight (kg)', '39 Quota', '40 AWB/BL/Previous Document', '41 Statistical Units', '42 Item Price', '43 V.M. code', '44 Add. info Documents Produced Certificates and authorisations', '45 Adjustment', and '46 Customs Value'. The 'Valuation Note' is '0.00+0+0+0-0'. The bottom of the form has tabs for 'S.A.D.', 'Val. Note', 'Asmt. Notice', 'Info. Page', 'Att. Doc.', and 'Containers'.

Figure 16 – Three items additional page

7. Completing the SAD Valuation Note Form

This form, as shown in **Figure-17** below, contains the sum total of all invoices presented with the SAD. Additionally, it allows the input of values that determine the customs value of goods such as

cost of freight and insurance. An option is also provided to set the method for apportioning the other charges to the items.

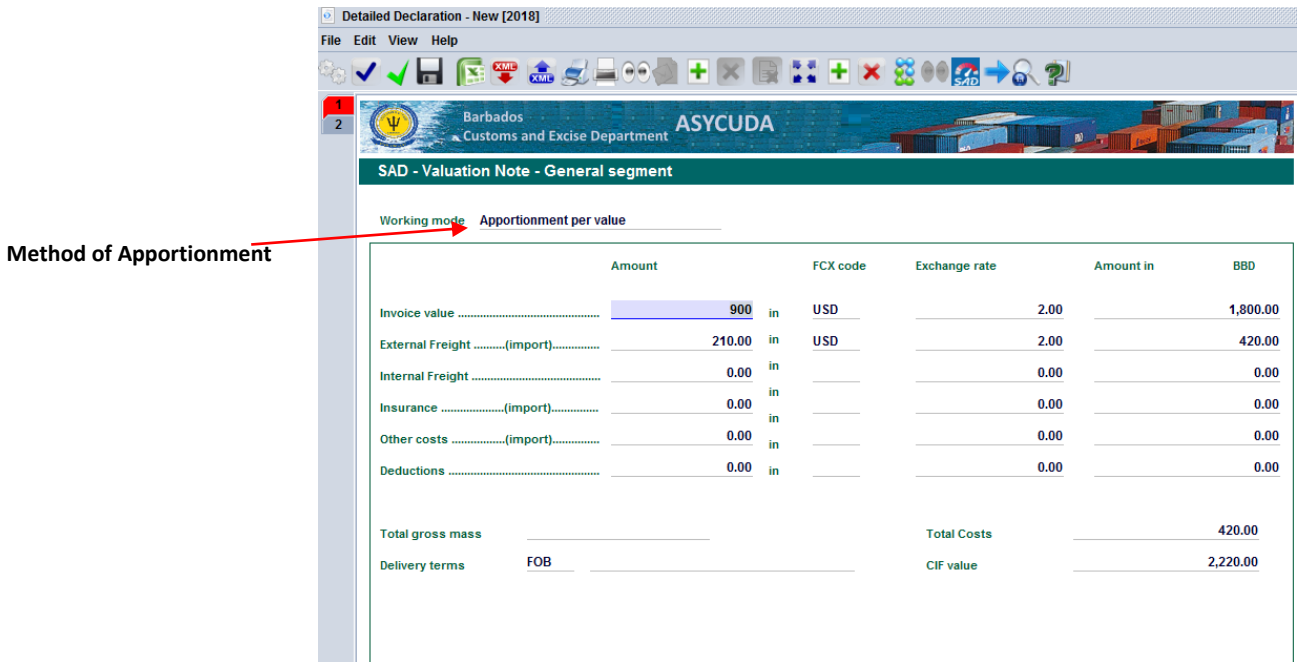


Figure 17 – Valuation Note General Segment.

The fields of the General Valuation Note are:

- (a) Invoice value
- (b) External freight
- (c) Internal freight
- (d) Insurance
- (e) Other costs

8. Completing the Item Valuation Note

A Valuation form must be completed for each item entered. Each entry should contain the item invoiced value and all other costs such as freight and insurance. **Figure-18** below shows an example of a completed item valuation form. The invoice currency must be entered for each cost entered. The exchange rate (if different from the national currency) is automatically brought from the currencies file and filled in its appropriate field.

SAD - Valuation Note - Item						
Item number	1	Amount		FCX code	Exchange rate	Amount in
Invoice value		900.00	in	CAD	1.55	1,395.00
External Freight(import).....		240.00	in	USD	2.00	480.00
Internal Freight		0.00	in		0.00	0.00
Insurance(import).....		0.00	in		0.00	0.00
Other costs(import).....		0.00	in		0.00	0.00
Deductions		0.00	in		0.00	0.00
					Total Costs	480.00
Delivery terms	CFR				CIF value	1,875.00
					Statistical value	1,875.00
Additional information						
Supplementary value 1	Code	Name		Quantity		
Supplementary value 2	Code	Name		Quantity		
Market value	Rate		Per			
	Basis		Amount			

S.A.D. Val. Note Asmt. Notice Info. Page Att. Doc. Containers

Figure 18 – Completed item value form

9. Attached Documents

The “Att. Doc.” Form, as shown in **Figure-19**, should contain codes and reference details for all ancillary documents (invoices, licences, permits etc.)

Barbados Customs and Excise Department ASYCUDA

SAD - Attached Documents Page

Customs Office
BBBBP BRIDGETOWN PORT

Identification of the declaration

Model	Customs reference	Declarant reference	Assessment reference	Nbr of Items
4		2016 TESTA		4

Declarant
T3

TREVOR CHASE
Trevor Chase Custom Brokers
Alamac Complex

Item	Code	Description	Authority	Reference	Date
1	380	Commercial Invoice		260263	02/02/2017

S.A.D. Val. Note Asmt. Notice Info. Page Att. Doc. Containers

Figure 19 – Attached documents form.

If the documents have not been uploaded previously via the scanned document binder an error message will occur as in figure 20



Figure 20 – Error Message

If the incorrect reference information is added then the error message changes to the one seen in figure 21

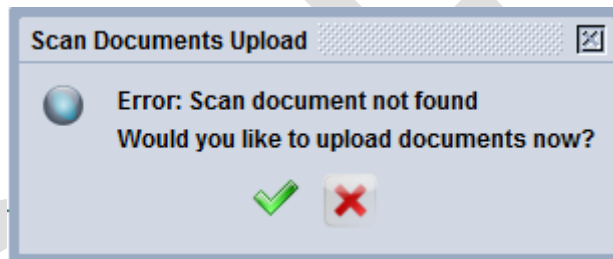


Figure 21-Error Message

If the green tick is selected the scanned Document upload page will appear as seen in figure 7. Follow the steps for uploading the scanned document as previously outlined. The 'X' will close the dialogue box.

10. Information Page

The "info page" form is provided as an input area for any free text details that the declarant is required to provide in relation to a Customs procedure. Figure-22 below shows the information page.

Detailed Declaration - New [2018]
 File Edit View Help
 Barbados ASYCUDA
 Customs and Excise Department
SAD - Information Page

Customs Office
 BBBBP BRIDGETOWN PORT

Identification of the declaration
 Model IM 4 Customs reference Declarant reference 2018 Assessment reference Nbr of Items 1

Declarant
 UPS LOGISTICS
 ELSE HOUSE
 BLACK ROCK

Comments

S.A.D. Val. Note Asmt. Notice Info. Page Att. Doc.

Figure 22 – Information page form.

11. Container Information

The SAD includes an auxiliary form for entering container details. This form is displayed only when Box 19 in the SAD is selected to indicate that the goods are containerized, as shown in Figure-23.

Click here to
add a container
in table

Detailed Declaration - New [2018]
 File Edit View Help
 Barbados ASYCUDA
 Customs and Excise Department
SAD - Containers

Customs Office
 BBBBP BRIDGETOWN PORT

Model IM 4 Customs reference Declarant reference 2018 TESTA Assessment reference Nbr of Items 1

Declarant
 13
 TREVOR CHASE
 Trevor Chase Custom Brokers
 Alamac Complex

Item	Container No.	Nbr. of pck.	Package type	Type	E/F	Goods	Empty weight	Goods weight
1	HCLU 258741 0	100	CT	40GP	FCL	TABLE CLOTHS		1,800.0000

S.A.D. Val. Note Asmt. Notice Info. Page Att. Doc. Containers

Figure 23 – SAD Containers

The form allows for more than one container to be associated with a given line. However, the same container number must not be repeated. As in previous illustrations, the container details are entered in the fields provided. Click the “**add container**” to add the container in the table below.

12. The Value Declaration Form (C60)

Barbados is a signatory to the General Agreement on Tariffs and Trade (GATT) and as such, the AW C60 e-document makes provisions for capturing data relevant to Article 7 of GATT. Accordingly, a C60 shall be completed, once applicable, and must relate to the respective scanned invoices page of the SAD.

Follow the following path in the document library as seen in Figure 24 to access and complete a new C60: **ASYCUDA >>> Goods Clearance >>> Declaration >>> Detail Declaration >>> Value Declaration.**

Right click on Value Declaration and select “**New**”.

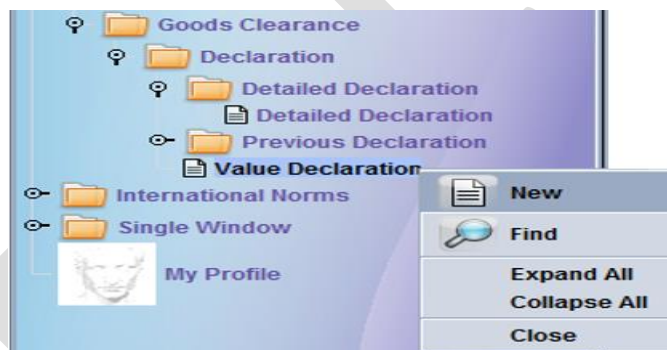


Figure 24 – Accessing a new C60

The value declaration, displayed in Figure-25 below, contains a General segment and an Item page. A separate item page must be completed for each invoice of the same supplier identified in the general segment. **One C60 must be completed per supplier.**

Value Declaration - New [n/a]

Barbados ASYCUDA
Customs and Excise Department

DECLARATION REGARDING GOODS OF A VALUE EXCEEDING BBD 600
TRANSACTION VALUE METHOD
SECTION 7 OF THE THIRD SCHEDULE TO THE CUSTOMS ACT #7 OF 2012

1. NAME AND ADDRESS OF SELLER	FOR OFFICIAL USE Registration number
2. (A) NAME AND ADDRESS OF BUYER	
2. (B) NAME AND ADDRESS OF DECLARANT RICHARD ALLEYNE #11 HELL DRIVE APPLEHALL	
IMPORTANT NOTE By signing and submitting the declaration, the declarant accepts responsibility for the accuracy and completeness of the particulars given on this form and on any continuation sheet submitted with it and the authenticity of any document produced in support. The declarant also accepts responsibility to supply any additional information or document necessary to establish the customs value of the goods.	3. Number and date of contract
4. Number and date of any previous Customs decision concerning boxes 7 to 9	Check the box where applicable
5. (a) Are the buyer and seller RELATED in the sense of Section 7(7) of the Third Schedule if 'NO' go to box 4 if 'YES' indicate as per notes T	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) (reply optional) Does the transaction value of the imported goods CLOSELY APPROXIMATE to a value mentioned in Second Schedule of the... if 'Yes', give details	<input type="checkbox"/> Yes <input type="checkbox"/> No
(c) Did the relationship INFLUENCE the price of the imported goods? If 'YES', give details.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Value Dec Item

Value Declaration - New [n/a]

File Edit View Help

9. Terms of delivery		
10. Number and date of invoice		ITEM AMOUNT
A. Basis of calculation (a)	11. (a) Net price in CURRENCY OF INVOICE (price actually paid or price payable for settlement) (b) indirect payments - see box 6(b)	
	Total A in national currency (BBD)	
B. ADDITIONAL COSTS NOT including in A above (x)	12. Costs incurred by the buyer: (a) commissions, except buying commissions (b) brokerage (c) containers and packing	
	13. Goods and services supplied by the buyer free of charge or at reduced cost for use in connection with the production and sale for export of the imported goods: The values shown represent an apportionment where appropriate. (a) materials, components, parts and similar items incorporated in the imported goods (b) tools, dies, moulds and similar items used in the production of the imported goods (c) materials consumed in the production of the imported goods (d) engineering, development, artwork, design work and plans and sketches undertaken elsewhere than in the Community and necessary for the	
	14. Royalties and licence fees - see box 7 (a)	
	15. Proceeds of any subsequent resale, disposal or use accruing to the seller - see box 7 (b)	
	16. Costs to delivery to Barbados (a) transport (b) loading and handling charges	

Value Dec Item

Figure 25 – Value declaration form

13. Verifying and Assessing the SAD

Figure-26 below shows the icon that must be used to “Verify” the SAD for data consistency. If the “document verify” results in errors, the system will display an error message dialog as shown in Figure 27. Double-click on each error message to go to the relevant field. A SAD cannot be assessed until all errors are corrected.

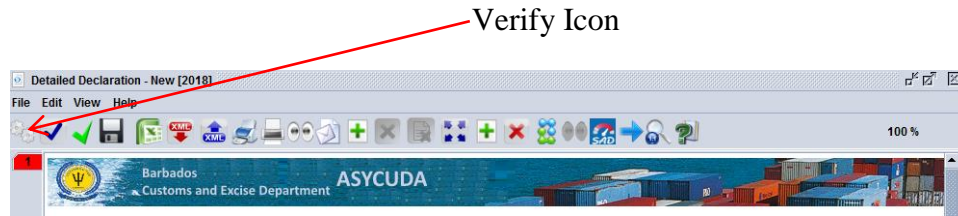


Figure 26 – Document Verify



Figure 27 – Error message dialog

If there are no errors on the SAD, the system will display the following dialog box;

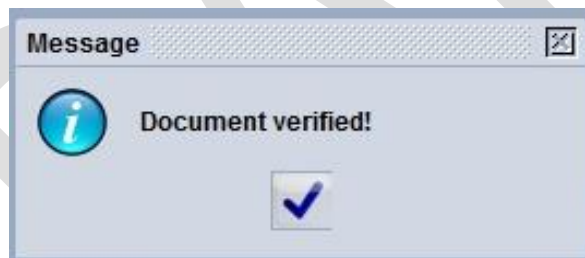


Figure 28 Document Verified

14. Storing a SAD on the Server

The Declarant can store a SAD on AW server by clicking on the store icon. A declaration can be stored at any time even if the document is not completed. Click on “store,” as seen in Figure 29, to store the SAD.

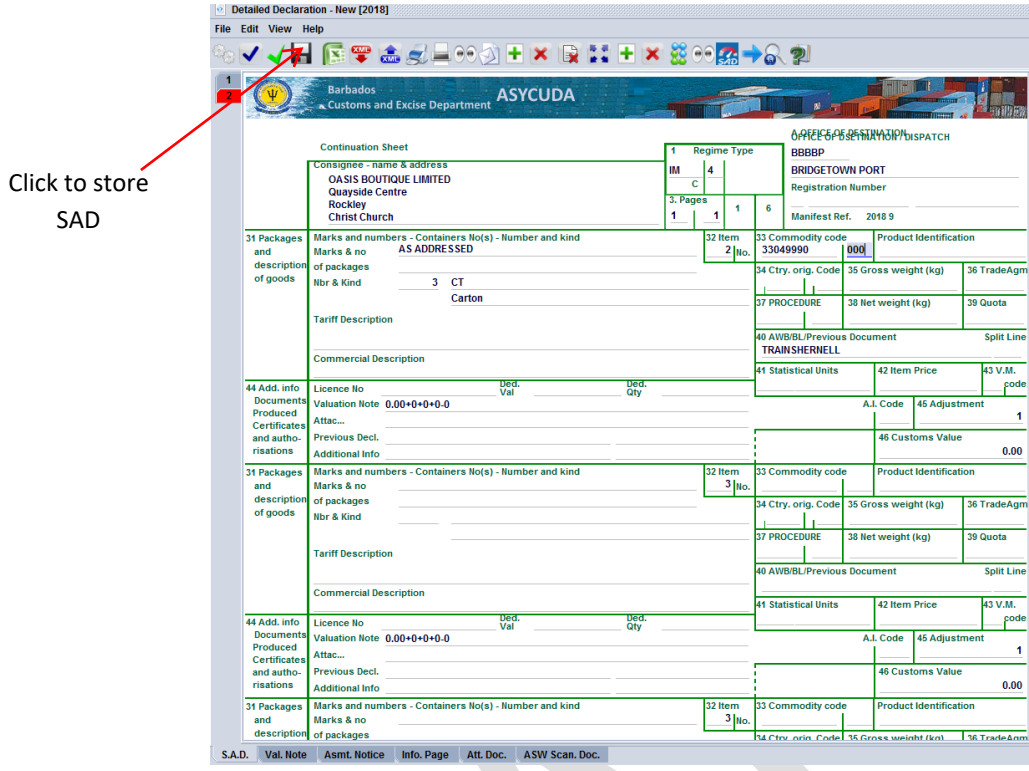


Figure 29 Storing a SAD

On selecting the **Store** option, the system will display the screen shown in Figure 30, confirming that **Store** of your declaration has been successful.

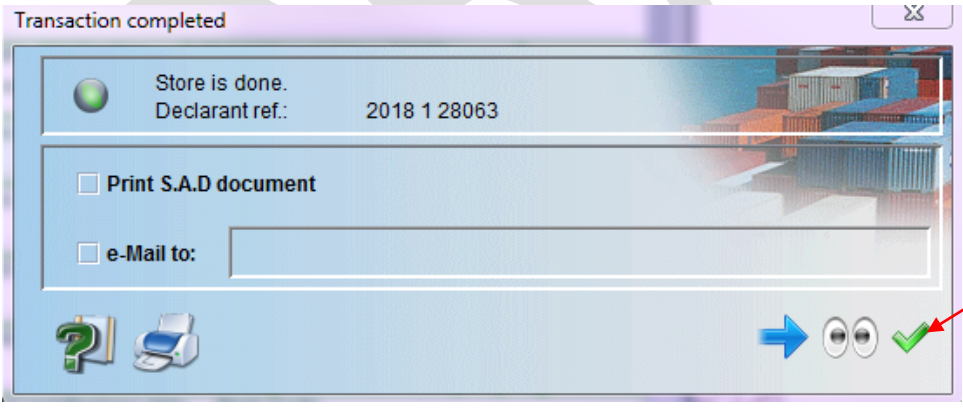


Figure 30 Store completion box

15. How to retrieve a stored SAD

Kindly follow the following steps to retrieve a stored declaration:

Step1: Navigate to “Detailed Declaration” in document library and right click on “Find” as illustrated in Figure 31.



Figure 31 Navigating to Detailed Declaration

Step 2 Enter the Declarant reference year and number as values for the respective criteria in the Finder, as illustrated in Figure 32. In some cases the Customs office code may be included.

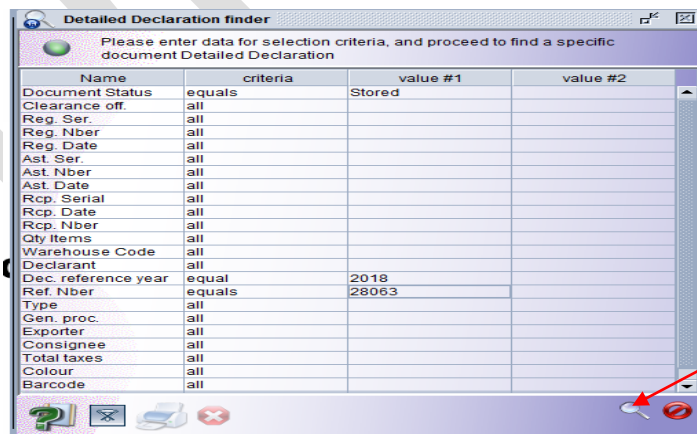


Figure 32 Declaration Finder

Click on search

Right click on the desired document as shown in Figure 33 and select “Retrieve” to continue working on the declaration.

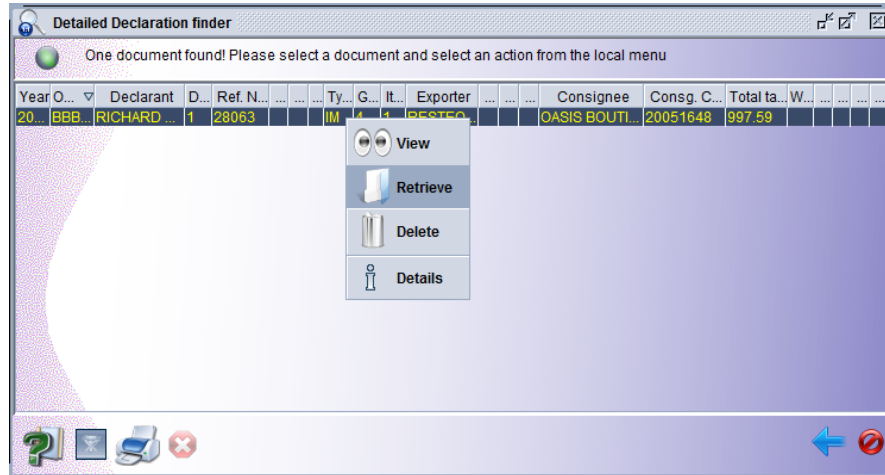


Figure 33 Retrieving the document

16. Validating And Assessing A Declaration

The SAD is *validated and assessed* by clicking the **Validate and Assess** icon. An assessment means that the information included on the SAD is correct and it is being submitted for Customs acceptance. The process is achieved by clicking on the “validate and assess” as shown in Figure 34.

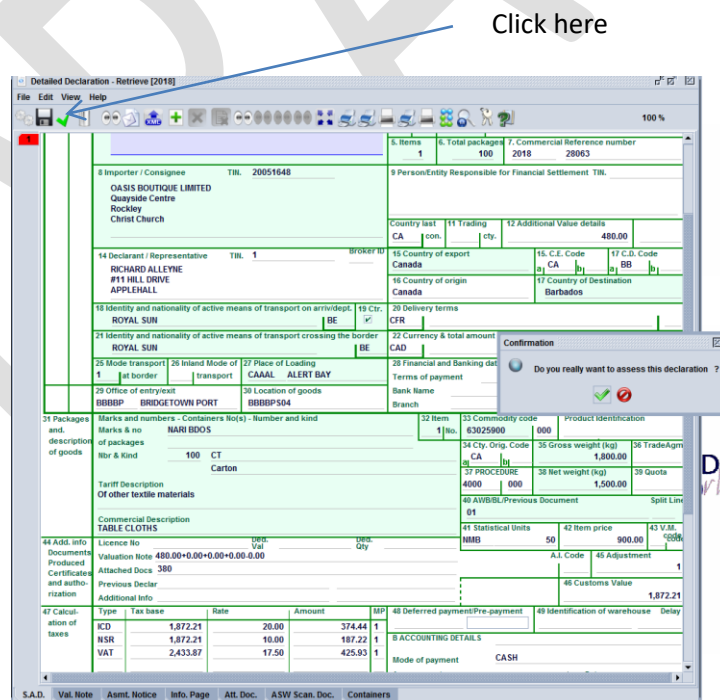


Figure 34 Validate and Assess

After Validation, the system will display a: Declarant Reference Number, a Customs Reference Number, and an Assessment Reference Number as shown in Figure 35. The numbers are unique to each SAD, and any one of them can be used to retrieve it.

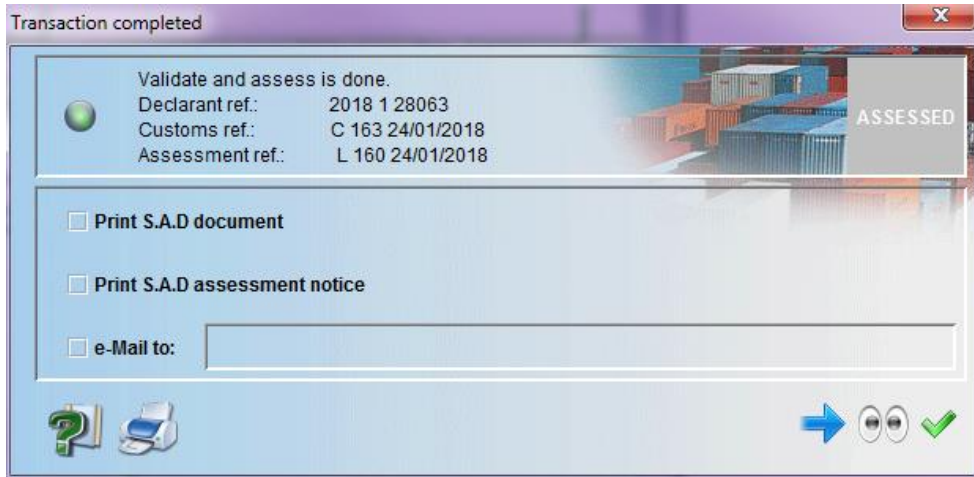


Figure 35 Unique SAD numbers

The Declarant Reference number is made up of the year, the Declarant’s Identification Number and his/her Reference Number. The Customs Reference Number (Registration Number) is preceded by the prefix “C,” followed by the registration date. The Assessment Number has the prefix “L” followed by the assessment date.

17. The Assessment Notice Form contains information about the duties and tax assessment of the declaration as shown in Figure 36.

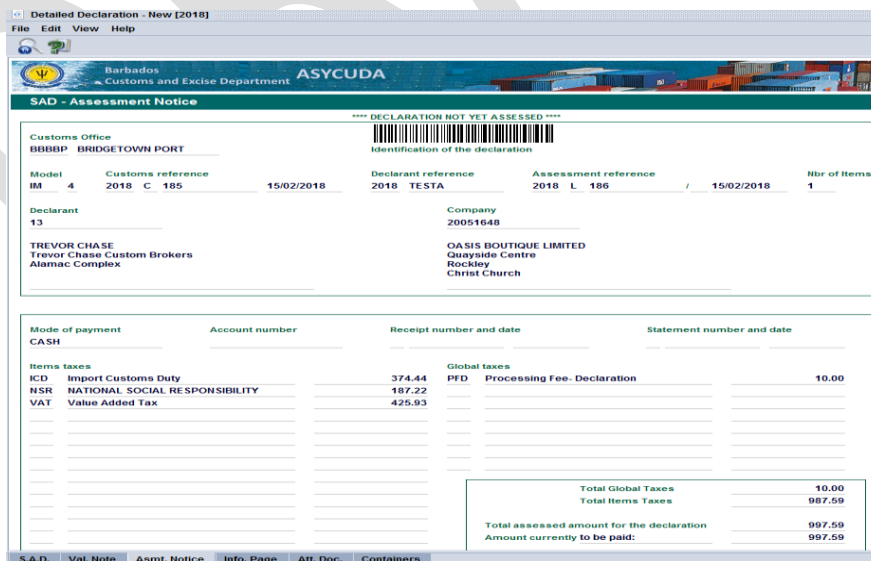


Figure 36 Assessment Notice

It is created after the SAD has been validated and assessed and illustrates the summary distribution of the type and amount of duties and taxes payable by or to be refunded to the tax payer (declarant or importer).

18. Payment of Taxes and Risk Management

The Assessment Notice or Registration Number should be presented to the Cashier to make the payment of the duties assessed.

The Cashier will issue a receipt to confirm payment of declaration and the system will automatically execute the risk management process for selectivity.

The system, based on the risk criteria established by the Risk Management Unit, will assign the SAD to one of the four lanes as follows:

Red Lane

This means that the declaration requires a verification of all or some of the details provided on the SAD, the ancillary documents related to the imported/exported goods and a physical examination of the said goods.

Yellow Lane

This means that the declaration requires a verification of all or some of the details provided on the SAD and all ancillary documents related to the imported/exported goods.

Blue Lane

This means that the declaration has been assigned an automatic “Customs Release” and that the Post Clearance Audit Unit will carry out a post clearance verification of the details provided on the SAD, the ancillary documents and goods.

Green Lane

This means that the declaration has been automatically authorized to be released. If the declaration relates to an import, you’re the consignment can be collected from the cargo custodian. If it is an export, then the goods are ready to be shipped.

The system will issue a message indicating the lane to which the goods have been assigned. All declarations with **RED** or **YELLOW** lanes will be assigned to a Customs Officer for examination and/or documentary check.


Note: Customs reserves the right to examine goods assigned to **Green lanes**.

19. Release Order

Proceed to the station where the goods are located. An Officer should advise whether to wait or return for examination based on the work load. Only Red and Yellow lane declarations should be lodged.

Upon examination of goods/document, the officer shall issue a release order which must be taken to the cargo custodian for delivery. Figure 37 shows a release order.

The cargo custodian shall issue the gate pass or exit note for the released cargo. The Customs guard or other designated personnel at the gate will acknowledge the exit of the goods.



**Barbados
Customs & Excise Department**
Barbados Post Inc. Building, University Row, Barbados
Tel: 312 5801 (Ext. 452-270)

CUSTOMS RELEASE ORDER

Printed on 24/01/2018 at 09:39

A - PART I: GENERAL INFORMATION

01 - CUSTOMS OFFICE: BBBBP BRIDGETOWN PORT	02 - MANIFEST REG. NUMBER 2017 1
03 - VOYAGE NUMBER: JAN17	04 - DEPARTURE 19-Jan-2017
05 - WAYBILL NUMBER 01	06 - ARRIVAL DATE: 20-Jan-2017
07 - CONSIGNEE NAME	08 - CONSIGNEE ADDRESS
09 - CARRIER AGENT NAME: MARINE TRADING LTD	
10 - VESSEL: ROYAL SUN	11 - CUSTOMS REFERENCE # C 163 24-JAN-2018
12 - TIME ISSUED 9:39:28	13 - DECLARANT CODE 1

B - PART II: INFORMATION ABOUT THE LOCATION

14 - LOCATION CODE BBBBBPS04	15 - NAME OF TRANSIT SHED Shed 4 - Bridgetown Port
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C - CARGO DESCRIPTION

16 - PACKAGE TYPE Carton	17 - NUMBER OF PACKAGES 100	18 - GROSS WEIGHT IN KILOS	19 - VOLUME
20 - DESCRIPTION GENERAL CARGO			

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

21 - CONT. ID/VEHICLE VIN C: HCLU 258741 0	22 - CONT. TYPE/VEHICLE BRAND 40GP	23 - CONT. SEAL/VEHICLE MODEL 026974
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E - COMMENTS

Examining Officer:
SHERNELL GOODRIDGE

For Comptroller of Customs













Figure 37 Customs Release Order

Icon Tool Bar



Figure 1: declaration tool (icon) bar

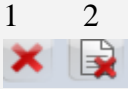
	Document verification; to check all declaration fields for coherence and syntax.
	STORE, To Store the SAD on Customs ASYCUDA World server
	Validate the Entry
	Validation and assessment; it is a two-in-one icon that does both validation as well as declaration assessment, i.e., calculation of duties and taxes
1 2 	1- Import from AW XML file; retrieve declaration data that have been stored locally on a workstation in an XML file for further processing. 2- Export to AW XML file; store declaration data in XML file on a workstation for later processing.
	Add supplier
	Delete item; to delete an item from the declaration.
1 2 	1- Hard copy 2- Customized; print on a pre-printed form.
	View total mass and View total packages; displays the total weight and total packages of all items belonging to the declaration.



Previous Product



Add item; to add additional items



1.Delete Whole Page / Delete Supplier
2.Delete Individual Item



Scroll Items



View Waybill



Generate Simplified Declaration



Generate periodical summary declaration; to generate a periodical declaration if the authorization number is valid.



Finder; search for documents in ASYCUDA World database.



Help; provides the user with an online help.