



Barbados Customs & Excise Department



Cargo Manifest User Manual

for

Consolidators and Carriers Agents

Prepared by

ASYCUDA World Project Unit

Document Versioning

Originator Name:	Barbados Customs and Excise Division
Unit:	ASYCUDA World Project Unit
Implementation Date:	
Date of Next Review:	
Related Policies:	

Version History

Version	Author	Revisions Made	Date
07	Rene Parkes	Draft reviewed for Barbados Customs Look & Feel	16.08.2017
06	Rene Parkes	Draft reviewed for Barbados Customs Look & Feel	10.08.2017
05	Project Manager	Draft reviewed, formatted and submitted	13.4.2015
0.4	Project Manager UNCTAD	Review	25.03.15
0.3	Project Manager/ UNCTAD	Reformatted	29.12.14
0.2	Project Manager/ UNCTAD	Review	9.12.14
0.1	Functional team	Initial Draft	30.11.14

Approval History

Version	Reviewed by	Approved by	Date

Include definition for NCV

State how they should be cleared

Include definition for de minimis

Indicate how they should be cleared

TABLE OF CONTENTS		Page
1.0	Objective	4
1.1	Scope	4
1.2	Legal Basis & Disclaimer	4
2.0	Definitions	5
3.0	Cargo Reporting: General Aspects	7
3.1	Cargo Reporting: Storing the Manifest	9
3.2	Cargo Reporting: Registration of Manifest	10
4.0	Cargo Reporting: Report Inwards	10
4.1	Cargo Reporting: Consolidated Cargo	11
4.2	Cargo Reporting: Arrival Notice	12
4.3	Cargo Reporting: Arrival of Vessel	12
4.4	Cargo Reporting: Discharge of Cargo	12
5.0	Cargo Reporting: Consolidated Cargo	13
6.0	Transit/Transshipment	13
6.1	Movement of Cargo Between Ports	13
6.2	Movement of Cargo between Clearance Offices	14
6.3	Transshipment	14
7.0	Amendments	14
8.0	Report Outwards Procedures	15

9.0	Expired Cargo	16
10.0	ANNEXES	17

MANAGING THE IMPORTATION AND EXPORTATION OF CARGO

1.0 OBJECTIVE

To establish standard operations involved in receiving, delivering, processing and registering a cargo manifest at ports of entry/departure.

1.1 SCOPE

The procedure will be utilised and applied at all ports of entry or departure where goods may arrive or leave the country. The Automated System for Customs Data hereinafter referred to as ASYCUDA World, will be the facility used to submit electronic declaration as required in this document.

1.2 LEGAL BASIS & DISCLAIMER

The following National Laws and Regulations provide the legislative basis for the contents of this manual:

- (a) Customs Act, Cap 66, as amended
- (b) Customs Regulations 1963, as amended
- (c) Barbados Territorial Waters Act, Cap 386
- (d) Marine Boundaries and Jurisdiction Act, Cap 387
- (e) Electronic Transactions Act, 2001-2
- (f) Electronic Transactions Regulations, 2004
- (g) Evidence Act, Cap 121, as amended

Throughout this manual, procedures that use the word “must” or "shall" indicate a mandatory legal requirement. Those that use the word “should” or "may" suggest methods, actions or processes that are the most efficient, effective and widely accepted standards in the Trade and Customs community.

This manual may contain procedures that may not apply uniformly in every circumstance. Although the manual seeks consistency with existing governing laws, regulations and policies,

these procedures are not intended to supersede or replace the adopted departmental/governmental policies or other applicable law to which the Barbados Customs and Excise Department is subject. Any conflict between this document and applicable laws, including regulations and departmental policies, should be resolved in favor of the applicable law.

Information contained in this manual is up to date as of the date of publication. National laws and regulations and Departmental/Governmental Policies may change and the reader should be sure to check for the most recent versions for the most accurate information.

2.0 DEFINITIONS

- (a) **AGENT:** A person authorized, under the terms of the Customs Act to act on behalf of a Master/Commander of a vessel.
- (b) **ASSESED DECLARATION:** is a declaration which has been accepted by the proper officer and contains his signature.
- (c) **BOARDING DOCUMENTS:** consist of the following
 - (i) **Crews Effects List:** On this document, every crew member makes a signed Declaration of the items in his or her possession;
 - (ii) **Crew List:** This document gives all the necessary information about the crew e.g. passport number date of birth, nationality, place of birth etc.
 - (iii) **Passenger List:** This is to be submitted only if there are passengers on board, and gives all the necessary information concerning the passengers.
 - (iv) **Clearance from the last Port:** it's the clearance document issued to a ship to proceed into port or out of port, after compliance with health regulations and quarantine, given at or from the last port of call.

N.B: The Master shall have all Boarding documents completed for presentation to Customs upon arrival.

- (d) **CARGO DECLARATION:** This gives specific details of the Cargo to be landed, transhipped or In-Transit. The cargo declaration must include all transport documents (Bill of Lading or Airway Bill). The transport document is the main source of information for completion of the cargo declaration.
- (e) **CLEARANCE:** a permission granted by the Comptroller, to a shipping agent to prove that all applicable customs duties have been paid and the shipment has been approved for import or export.

- (f) **CONSOLIDATOR:** an Agent or Company that provides services to group shipments, orders, and/or goods to facilitate movement.”
- (g) **DE-GROUPED:** involves a single master Bill of Lading which relates to several different consignments sharing the same mode of transport.
- (h) **DOCUMENT:** means –
 - (i) any written information relating, directly or indirectly, to goods which are imported or exported;
 - (ii) any written declaration required by the Comptroller; and
 - (iii) any record generated in any manner whatsoever, including any record generated by an automated recording device or programme required to retrieve information in usable form.
- (i) **DUTIABLE GOODS:** goods of a class or description which are subject to any duty whether or not those goods are in fact chargeable with that duty, and whether or not that duty has been paid thereon.
- (j) **ENTERED:** in relation to goods imported, warehoused, put on board a ship or aircraft as stores or exported, means the acceptance and signature by the proper officer of an entry, specification or shipping bill, and declaration signed by the importer or exporter on the prescribed form in the prescribed manner, together with the payment to the proper officer by the importer or exporter of all rents and charges due to the Crown in respect of the goods and, in the case of dutiable goods (except on the entry for warehousing of imported goods), the payment by the importer or exporter to the proper officer of the full duties thereon, or else, where permitted, the deposit of a sum of money or giving of security for the duties as provided by law, or, in the case of goods for which security by bond is required on the exportation, putting on board a ship or aircraft as stores or removal of such goods, the giving of such security. This definition applies equally to electronic entries.
- (k) **EXPIRED CARGO:** refers to all cargo remaining in the Transit Shed or Queens warehouse for a specified period and liable to be auctioned.
- (l) **GENERAL DECLARATION:** This declaration gives all the required information on: the conveyance (vessel/aircraft), its journey, its cargo, its agent.
- (m) **GOODS:** includes stores or baggage.
- (n) **PROPER OFFICER:** in relation to an officer, means the officer whose right or duty it may be to exact the performance of, or to perform, the act referred to.

- (o) **QUEEN'S WAREHOUSE:** any place provided by the Crown for the deposit of un-entered, unexamined, detained or seized goods or other such goods as are required by the customs laws to be deposited therein for the security thereof or of the duty due thereon.
- (p) **AIRCRAFT/SHIP REPORT:** is a declaration made by the master or agent giving the full details of the Voyage, Carrier, Cargo, Stores, Passengers, and Crew. The Report is made up of the following documents:
- (q) **SPLITTING:** it relates to a waybill containing various goods which are separated for facilitating the goods clearance, belonging to a single consignee.
- (r) **TALLY:** is the count and record keeping for lists of incoming and outgoing cargo, check by the tally clerk at the Airport or at the sea port.
- (s) **T 1:** relates to the transit declaration form used to enter the goods into transit between two customs points.

3.0 CARGO REPORTING: General Aspects

- (a) All cargo shall be reported electronically to Customs prior to the cargo's arrival in Barbados. This information is critical for Customs and the other Government regulatory agencies to make risk assessment decisions among others. The ability to expedite the risk assessment process will impact on the time it takes Customs to clear and release legitimate cargo. Cargo cannot be released without a manifest.
- (b) Section 34(1) of the Customs Act, Cap. 66 requires that a manifest shall be filed by the master or commander (or their agent) of a ship or aircraft within 24 hours of its arrival in the country.
- (c) Section 78 (1) of the Customs Act Cap 66 requires that a Content Outwards be filed by the Master or Commander (or their agent) of a ship or aircraft departing from the country.
- (d) The Report Inwards and Content Outwards is a declaration of the voyage including a report of the goods.. The purpose of filing a Report Inwards or Content Outwards is to ensure:
 - (i) That all imports or exports are accounted for;
 - (ii) That all documents relating to the ship or aircraft have been submitted and are completed; and
 - (iii) That the master/commander or agent has satisfied all legal requirements.

- (e) The responsibility for submitting a report shall rest with the Master or Commander. The Master/Commander may appoint an agent to transact business with the Customs Department. The agent is equally liable as the Master or Commander to fulfill all obligations.
- (h) It is also the responsibility of the Proper Officer to ensure that a manifest is registered on the System for all ships or aircraft which enters the ports of entry.
- (i) All hazardous materials, arms and ammunition, explosives, alcoholic beverages, and restricted items must be specifically identified.
- (j) All ships entering the territorial limits of Barbados, whether carrying cargo or not, must submit a manifest (inwards and outwards), unless they are exercising the right of innocent passage in accordance with the Barbados Territorial Act.
- (k) The same voyage number cannot be repeated in a given day. When a ship or aircraft travels into or out of the island on the same day, the Carrier or Carrier's Agent must assure of the supply of a unique voyage number for each journey.
- (l) The stored manifest is not considered a formal declaration hence it does not imply acceptance by the Customs Department.
- (m) Cargo must be reported using ASYCUDA World in the prescribed manner and content.
- (o) Bills of Lading nature for cargo on the manifest must be indicated using the following codes in ASYCUDA:
 - (i) 23 (Import);
 - (ii) 28 (Transshipment);
 - (iii) 24 (In transit);
 - (iv) 22 (Exportation).
- (p) All manifest must be registered before any ship or aircraft arrives in Barbados.
- (q) Regulation 19 specifies that the following shall be indicated for every container and bulk cargo intended for discharge into Barbados, transit or transshipment:
 - (i) spirits, wines, tobacco, cigars, and cigarettes shall be specifically reported as such; and
 - (ii) restricted goods shall be precisely described.
- (r) The Master of the Carrier is required to:
 - (i) answer all questions concerning the cargo, baggage, crew and passengers;
 - (ii) produce all books, documents etc.;

- (iii) report all cargo vessels and aircraft in ballast by the submission of a “nil” cargo manifest through the system;
 - (iv) report restricted goods with sufficient clarity to indicate their precise description.
- (s) Every vessel or aircraft arriving at any port in Barbados is required to make a report in a specific form and manner directed by the Comptroller of Customs as stipulated in Sections 34 (1) of the Customs Act Cap 66.
 - (t) The following goods are exempted from manifest requirements:
 - (i) fish caught by local fishermen and brought in by them in their own boats; and
 - (ii) passenger’s accompanied baggage.
 - (u) According to Cap 66, Section 44 (1), goods which have not been entered and removed from the transit shed by the expiration of the relevant period, namely seven (7) days by air and ten (10) days by sea, shall be deposited in the Queen’s Warehouse.
 - (v) According to Cap 66, Section 176 (2), goods which remain in the Queen’s warehouse for more than one month shall be liable for public auction.

3.1 CARGO REPORTING: Storing the Manifest

Carrier / Agent

- (a) The Carrier or Authorized Agent shall prepare the required manifest data for submission on the system.
- (b) The required data shall be manually inputted or integrated using the approved XML format. A system data consistency check must be done before the data is stored. At the end of the consistency check, the system will display a “Document verified” dialogue box if successful. Otherwise, a list of errors will be presented for corrective action.
- (c) A manifest shall be stored before it can be registered.

3.2 CARGO REPORTING: Registration of Manifest

Carrier / Agent

- (a) The Carrier or Agent shall retrieve the stored manifest and conduct consistency checks before it is registered.
- (b) The Carrier or Agent shall register the manifest with the corresponding waybills. The system shall display a registration number for the manifest as a confirmation of the registration.

- (c) The following is an example of the particulars of a Manifest Registration Number:
BBBGI 2013 1234 16/09/2013 14:02:22

Where:

BBBGI is the Customs Office code;

2013 is the Year of registration;

1234 is the Registration Serial Number;

16/09/2013 is the Date of Registration; and

14:02:22 is the Time of Registration (24 hrs. clock).

- (d) The registered manifest is a legal declaration to Customs. Therefore, the Carrier or Agent must ensure that all data is complete and correct. The **REGISTERED** status of a manifest implies **ACCEPTANCE** of such information by the Customs Department.
- (e) After registration of the manifest, the Customs Server sends an electronic copy of the manifest data to the Custodians of the goods, when applicable.

Cargo Custodian

- (a) Where the Operator of the Transit Shed or Custodian of the goods is not the agent of the ship or aircraft, the same must notify the agents of any amendments to be made to the quantity or nature of landed cargo.

4.0 CARGO REPORTING PROCEDURES: Report Inwards

- (a) Manifests for ships over 100 tons net shall be registered on the system at least 24 hours before arrival of the ship. Manifests for ships 100 tons net and under must be registered on the system at least six hours before arrival of the ship.
- (b) Notice of time of arrival must be indicated on manifest.
- (c) Manifests for cargo including couriers must be registered at least six hours before arrival of the aircraft.
- (d) Amendments to the manifest must be submitted to the Proper Officer not later than 72 hours after all cargo has been discharged. Reasons for the shortages or excesses must be given and will be permitted provided that the evidence indicates that there is no fraudulent intention. Amendments submitted later than the aforementioned 72 hours are liable to penalties.
- (e) Request for amendment by Deduction/Addition must be completed online by the Agent/Custodian of cargo and verified and approved by customs.
- (f) In addition to the aforementioned, the Customs Regulations Section 27 provides that where goods are reported short, the master or his/her agent must satisfy the Comptroller of Customs that:
- (i) the goods were not loaded;

- (ii) they have been discharged and landed at some previous port or customs airport;
 - (iii) they have been over-carried and landed at a subsequent port or customs airport;
 - (iv) having been over-carried, they have been returned and landed in Barbados on the return voyage or by some other ship or aircraft which shall have landed them at the port or customs airport to which they have been over-carried.
- (g) Regulation 22 requires that the reporting of over-carried cargo that has been subsequently returned to the island, should be reported on the manifest separately under the heading “Cargo reported on ...date and over-carried” {Consider repeal}
- (h) Regulation 49 indicates that where goods are landed in a damaged state, the Master or Agent shall submit to the Comptroller, a Bad Order List on the specified form, which contains the particulars of all the damaged cargo. The Bad Order List is to be signed by:
- (i) the Cargo Custodian; and
 - (ii) the Customs Officers(s) who were present when the damaged goods were surveyed.

4.1 REPORT INWARDS: Consolidated Cargo

- (a) Consolidated cargo shall be reported on a Master Waybill using Type 711 for cargo by sea and MAB for cargo by air.
- (b) The Consolidator shall de-group a Master Waybill by preparing other way bills which reference the said Master Way Bill.
- (c) The Consolidator shall prepare the required Waybills for submission on the system.
- (d) The required data shall be manually inputted or integrated using the approved XML format. A system data consistency check must be done before the data is stored. At the end of the consistency check, the system will display a “Document verified” dialogue box if successful. Otherwise, a list of errors will be presented for corrective action.
- (e) The Consolidator shall validate the degroupage once satisfied that all Waybills have been entered. When an electronic agent release is in effect, it must be done before a Consolidator can validate a degrouped Master Waybill.

4.2 REPORT INWARDS PROCEDURE: Arrival Notice

Carrier/Agent

- (a) The Carrier Agent shall submit notice of the estimated time of arrival on the manifest for every arriving vessel. Notice of such arrival shall be given to the Custodian of the goods and to the Customs Officer at the Customs Boarding Office.

Customs Boarding Office

- (a) The Notice of Arrival must contain the Manifest Registration number.
- (b) After receiving arrival notice, the Customs Officer verifies the registration of the manifest in the system.

4.3 REPORT INWARDS PROCEDURE: Arrival of Vessel

Master /Agent

On arrival of the vessel, the Master or Agent shall submit to the Officer all documents pertaining to the voyage and cargo carried on board as the “ship’s report”. The Ship’s Report shall include the following forms:

- (i) Crew Stores List C2
- (ii) Ship Stores C1;
- (iii) General Declaration C5;
- (iv) Clearance from last port of call;

Customs

- (a) The Proper Officer shall verify the contents of the Ship’s Report and return a signed copy of the General Declaration to the Agent.
- (b) Upon satisfactory verification of the Ship’s Report, Customs shall grant permission to discharge cargo.

4.4 REPORT INWARDS PROCEDURE: Discharge of Cargo

Custodian/Agent

- (a) The Cargo Custodian and the Agent shall tally all cargo landed.
- (b) The Agent shall submit a Landing Account to Customs duly signed by the Cargo Custodian.
- (c) The Custodian shall notify Customs of the location of the discharged cargo. When applicable this notice shall be sent directly to ASYCUDA.

- (d) The Cargo Custodian shall submit a Clearance Out-Turn Report detailing all cargo discharged by a vessel.
- (e) The Cargo Custodian shall notify the Proper Officer before opening containers.
- (d) The contents of a consolidated container shall be in accordance with the degrouped master way bill.

Customs

- (a) Customs may participate in the tallying process.
- (b) Customs shall compare the Landing Account against the manifest for correctness.
- (c) Customs may seal containers during cargo discharge as deemed necessary.
- (d) In relation to containerized consolidated cargo, Customs shall verify that master way bills have been degrouped and validated before authorizing the breaking of container seals.
- (e) The Customs Boarding Officer shall record on the manifest in the prescribed manner the time of discharge of the last piece of cargo.
- (f) The Ship's Agent shall notify the Customs Boarding Officer of the time of discharge of the last piece of cargo.

5.0 CARGO REPORTING: CONSOLIDATED CARGO

- (a) All master bills of lading must be defined within 48 hours after the registration of the manifest or after the parent master has been validated.
- (b) All Master Waybills must include the Consolidator consignee code.
- (c) Way Bills must only be viewed by their owners and Customs Officials.
- (d) When electronic agent release is in effect, it must be executed on all way bills before Customs release and validation of degroupage.

6.0 TRANSIT/TRANSHIPMENT

6.1 MOVEMENT OF CARGO BETWEEN PORTS

- (a) Cargo arriving at a port of entry intended for export at another customs port must be reported as nature 28 and Type 821 Bill of Lading.
- (b) The movement of cargo between ports shall be controlled on a T1.
- (c) Upon arrival at the destination port, the officer must verify that the seal is intact, retrieve the T1 to confirm arrival of goods and use it to verify the goods being offloaded from the conveyance.

- (d) Further processing shall be in accordance with export requirements.

6.2 MOVEMENT OF CARGO BETWEEN CLEARANCE OFFICES

- (a) Cargo arriving at a port of entry intended for clearance at another customs office must be reported as nature24 and Type 821 Bill of Lading.
- (b) The movement of cargo between clearance offices shall be controlled on a T1.
- (c) Agents shall create manifests for the destination clearance office before the goods are transferred. The said manifest shall contain bills of lading for each consignment.
- (d) The officer at the dispatch clearance office shall access the system to verify that a manifest has been registered for the T1 at the destination office.
- (e) The officer at the destination office shall access the system to confirm the arrival of the goods.
- (f) The officer at the destination office shall access the system to retrieve the manifest in order to tally the goods received.

6.3 TRANSHIPMENT

Carrier/Agent

- (a) The Carrier or Agent shall verify that the transshipped goods are listed on the Content of the exporting ship or aircraft.
- (b) The Carrier or Agent must forward the relevant transshipment information to the Customs Officer at the port of entry.

Customs Officer

- (a) The Customs Officer shall verify that the transshipped cargo is loaded on the exporting vessel.

7.0 AMENDMENTS

Cargo amendments can be received from various sources inclusive of:

- (a) Carrier
- (b) Agents;
- (c) Consolidators;
- (d) Shippers.

Carrier/Agent/ Consolidators/Shippers

- (a) A Landing Account shall be submitted to Customs for all landed cargo.
- (b) The system shall be used to submit applications for amendments.

- (c) An application to add way bills to a registered manifest must be submitted for cargo not manifested.
- (d) Once approval is granted, the Agent shall create a way bill for each consignment landed but not manifested.
- (e) Agents shall pay any fees applicable to amendments before Customs processing.
- (f) The Carrier or Agent may request any number of amendments to a registered manifest. The request to amend a manifest must include proper justification.

Customs

- (a) Customs shall verify the request for amendments against the information submitted on the Landing Account.
- (b) To approve amendments, Customs shall verify the request against the Landing Account.
- (c) The Proper Officer shall approve the request for amendments once the justification is acceptable.
- (d) The approved amendments, with the exception of new way bills, shall automatically update the corresponding registered manifest on the system.
- (e) Where an application for an amendment is rejected, the Officer shall give the reason for the rejection in the prescribed manner.
- (f) Where applicable, fees and penalties relating to the amendment must be paid before approval is granted.

8.0 REPORT OUTWARDS PROCEDURE

- (a) Contents for ships 100 tons and over must be registered on **ASYCUDA** at least 24 hours after departure of the vessel. Contents for ships less than 100 tons net must be registered on the system before departure of the ship.
- (b) The content shall contain particulars of all goods put on board a ship or aircraft in accordance with the particulars shown on the relative Waybills.
- (c) All shipping bills must be assessed before the cargo is loaded on the ship or aircraft.
- (d) Outward manifest must be registered no later than 24 hours after departure of the vessel.
- (e) The nature of Waybills must be one of the following:
 - (i) 28 (transshipment);
 - (ii) 24 (in transit); **or**
 - (iii) 22 (export).

- (f) Amendments to the shipping bill must be submitted to the Proper Officer before the manifest is registered. Reasons for the shortages or excesses must be given and will be permitted provided that the evidence indicates that there is no fraudulent intention.
- (g) Failure to comply with the foregoing procedures shall render the Carrier or Agent liable to the penalties set out in the Customs Act Cap 66.

9.0 EXPIRED CARGO

- (a) Customs shall generate a monthly list of all expired cargo within the transit shed. The said list shall be advertised in the Official Gazette.
- (b) All expired goods shall be transferred to the Queen's warehouse.
- (c) Customs shall generate a monthly list of all cargo remaining in the Queens warehouse for a period exceeding thirty days. The said list shall be used to advertise a public auction in the Official Gazette.

10.0 ANNEXES

10.1 MANIFEST DATA FIELDS

(A) The following manifest General Segment fields are mandatory and must be completed by the Master, Commander or Agent of the ship or aircraft:

- (a) Customs office;
- (b) Voyage number;
- (c) Date of departure;
- (d) Date of arrival;
- (e) Place of departure;
- (f) Place of destination;
- (g) Carrier code;
- (h) Mode of transport;
- (i) Nationality of transport code;
- (j) Master's name;
- (k) Total number of bills;
- (l) Total number of containers; and
- (m) Total gross weight.
- (n) Vessel
- (o) Registration

(B) The above fields are defined as follows:

- (a) **Customs Office:** the office of clearance for an arriving or departing vessel or aircraft.
- (b) **Voyage Number:** a unique number given by the ship or aircraft operators to a particular voyage from one point to another inclusive of all intermediate stops.
- (c) **Date of Departure:** the date a vessel started its voyage. If multiple stops occur during the voyage, then the date of departure would be the date when it left the first port.
- (d) **Date of Arrival:** the date when the ship or aircraft arrives in the territorial limits of the country.
- (e) **Place of Departure:** the location or port code where the ship or aircraft started its voyage.
- (f) **Port of Destination:** the location or port code where the ship or aircraft arrives to

discharge the transported goods.

- (g) **Carrier Agent:** the identification of the carrier.

 - (h) **Mode of Transport:** the means by which the goods were imported/exported into/outside the country.

 - (i) **Nationality:** the country in which the carrier is registered. The International Standard Codes (ISO) for means of transport must be used in this field.

 - (j) **Master's Name:** the name of the Master of the ship or the Commander of the aircraft.

 - (k) **Total Number of Bill:** the count of all bills of lading or airway bills included on the manifest.

 - (l) **Total Number of Containers:** the sum of all containers included on all waybills.

 - (m) **Total Gross Weight:** the sum of all the weight of the cargo included on all waybills.

 - (n) **Vessel:** name of the vessel.

 - (o) **Registration:** Place of registration for the vessel.
- (C) The following General Segment manifest fields are optional and may be completed by the Master, Commander, or Agent of the vessel:
- (a) Time of arrival;
 - (b) Place of transport registration;
 - (c) Registration date;
 - (e) Total number of packages
- (D) The above fields are defined as follows:
- (a) **Time of Arrival:** the time when the vessel arrived in the country.
 - (b) **Place of Transport:** the port where the transport unit is registered.
 - (c) **Registration Date:** the date when the vessel was registered.
 - (d) **Total Number of Packages:** the sum of all the packages on board vessel or aircraft that are included on all bills.

- (e) **Tonnage:** The gross and net weight of the vessel

10.2 WAYBILL DATA FIELDS

- (A) The following waybill fields are mandatory and must be completed by the Master, Commander or Agent of the ship or aircraft:
- (a) Officer of Arrival
 - (b) Voyage number;
 - (c) Date of Departure;
 - (d) Waybill reference number;
 - (e) Waybill type;
 - (f) Nature;
 - (g) Waybill line;
 - (h) Exporter/Shipper;
 - (i) Consignee information;
 - (j) Total number of containers;
 - (k) Code type of packages;
 - (l) Marks and numbers;
 - (m) Manifested packages;
 - (n) Manifested gross weight;
 - (o) Volume (CBM);
 - (p) Description of goods;
 - (q) Value for transport;
 - (r) Currency for transport;
- (B) The above fields are defined as follows:
- (a) **Office of Arrival:** the office of clearance for an arriving or departing vessel or aircraft;
 - (b) **Voyage number:** a unique number given by the ship or aircraft operators to a particular voyage from one point to another inclusive of all intermediate stops;
 - (c) **Date of Departure;** the date a vessel started its voyage. If multiple stops occur during the voyage, then the date of departure would be the date when it left the first port;
 - (d) **Waybill Reference Number:** a unique number given for each waybill on a specific voyage.
 - (e) **Waybill type:** a code which identifies the type of transport document issued (eg '710' for Bill of Lading, '711' for Master Bill of Lading etc.).

- (f) **Nature:** the manner in which the goods will be treated. These are indicated by the Codes 22 (export), 23 (import), 24 (in transit), and 28 (transshipment).
- (g) **Waybill line:** a sequential number given to each waybill carrier.
- (h) **Exporter/Shipper:** the name of the person/company sending the goods to or from Barbados.
- (i) **Consignee Information:** the name and address of the person or firm named in the freight contract to whom the goods have been shipped or turned over for the care of in Barbados.
- (j) **Total number of containers:** the sum of all containers carrying goods, which belong to the waybill.
- (k) **Code type of packages:** the identifier of the type of packaging the goods are packed in.
- (l) **Marks and numbers:** the markings that the shipper placed on the packages to identify the cargo.
- (m) **Manifested packages:** is the piece count of the packages under each bill of lading or airway bill.
- (n) **Manifested gross weight:** the weight for goods under each bill of lading or airway bill.
- (o) **Volume (CBM):** the cubic measure of the shipment.
- (p) **Description of goods:** the narrative that portrays the type of goods being transported.
- (q) **Value for transport:** the overall cost of the freight.
- (r) **Currency for transport:** the currency used to pay transport cost

(C) The following Waybill data fields are optional and may be completed by the Master, Commander, or Agent of the vessel:

- (a) Master waybill;

- (b) UCR;
- (c) Port of loading;
- (d) Port of unloading;
- (e) Exporter/shipper
- (f) Notify;
- (g) location;
- (h) Delivery terms;
- (i) Freight amount and currency;
- (j) Value for customs;
- (k) Value for insurance;
- (l) Seals number: the count of the seals affixed to the container or package.

- (m) Marks;

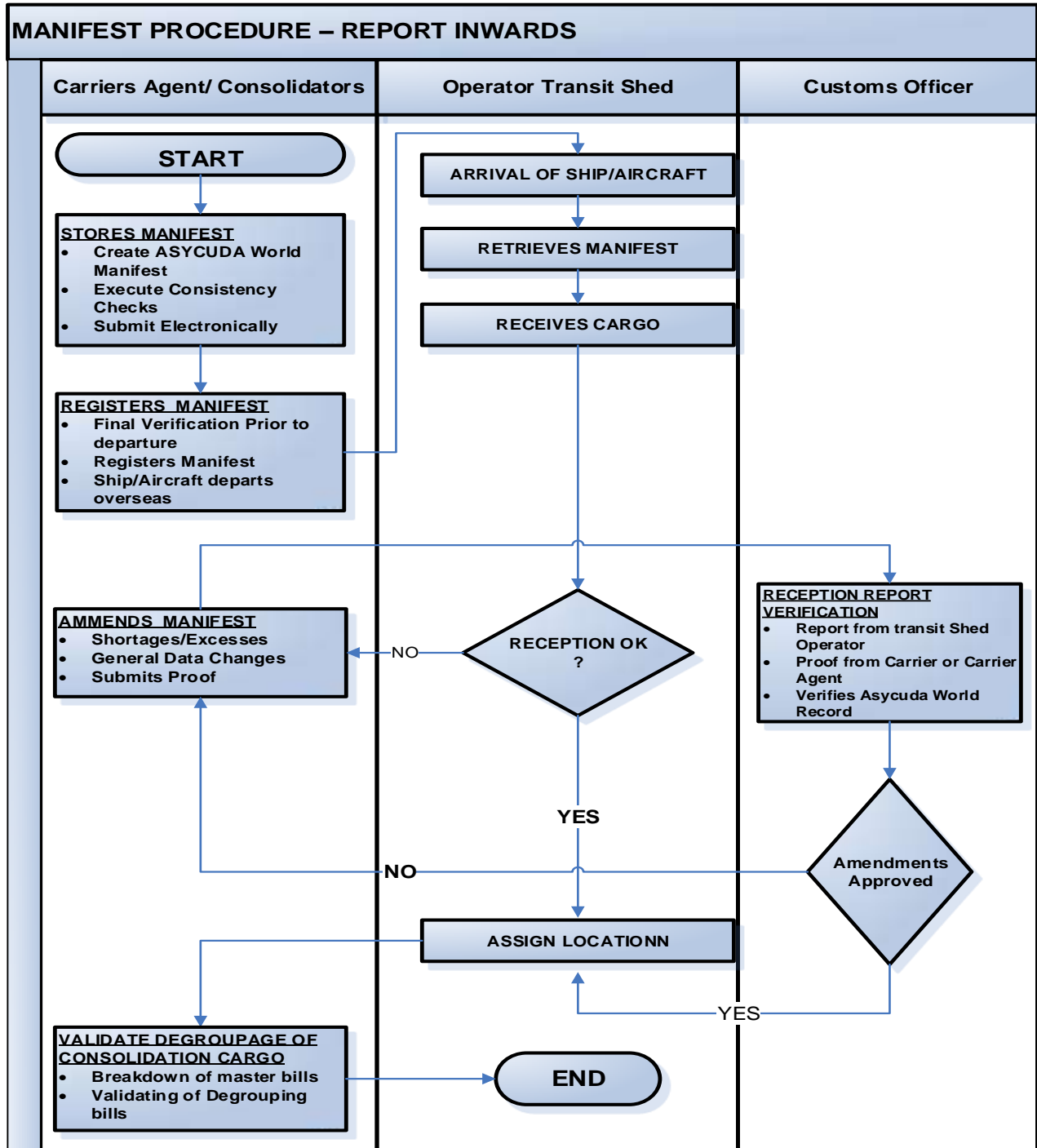
- (n) Party;
- (o) Information;

(D) The above terms are described as follows:

- (a) UCR: Unique cargo reference is used to link goods arriving at different voyages but on the same waybill.
- (b) Port of loading: the location or port where the goods will be loaded onto the ship or aircraft.
- (c) Port of unloading: the location or port where the goods will be discharge from the ship or aircraft.
- (d) Exporter/shipper: the name of the person sending the goods to Barbados.
- (e) Notify: name of a person who requires notification upon the goods Arrival.
- (f) location: location of the goods in the port.
- (g) Delivery terms: The terms under which the goods should be delivered as agreed between the buyer and shipper.
- (h) Freight amount and currency: The 'Freight Currency' is the currency of the freight amount.

- (i) Value for customs: value of goods declared for customs.
- (j) Value for insurance: insurance cost.
- (k) Seals number: the count of the seals affixed to the container or package.
- (l) Marks: the markings that the shipper placed on the packages to identify the cargo. It follows no particular sequence and can be any set of words, numbers or other signs that the shipper affixes.
- (m) Party: the code used to identify who sealed the packages.
- (n) Information: any other relevant information which the Carrier or Agent deems necessary.

MANIFEST PROCEDURE- INWARDS



MANIFEST OUTWARDS PROCEDURE

