



Barbados Customs & Excise Department



CARGO MANIFEST

USER MANUAL

Consolidators and Carriers Agents

Prepared by

ASYCUDA World Project Unit

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1. INTRODUCTION

One of the mandates of the Barbados Customs and Excise Department is to serve with efficiency and flexibility whilst embracing new innovations and concepts. In this regard we have launched ASYCUDA World.

The **Cargo Manifest** is the first step in the Customs clearance process and shall be submitted to Customs using ASYCUDA World. The main purpose of the Cargo manifest is to provide necessary information about cargo for transport, commercial and regulatory reasons. It is traditionally used by Customs as a control tool to ensure that all cargo carried onboard a vessel is accounted for, usually by means of individual customs declarations. It also gives the national Customs some advance information on imported cargo in order to plan examination priorities, risk assessment and optimize allocation of resources. ASYCUDA World provides Customs and Traders the means to achieve greater efficiencies towards reducing clearance times and improvement of the business climate of Barbados.

Access to ASYCUDA World is to be granted through an application process. A user or director of an entity applies to the Customs and Excise Department 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 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. DEFINITIONS

- a) The manifest document usually consists of two (2) segments, namely:
 - i. the Manifest General Segment
 - ii. the Waybill Segment.
- b) The term **Waybill** is intended to be generic. It covers a broad range of transport documents such as Airway Bills and Bills of Lading. The waybills can either be House Bills or Master Bills.
- c) **Bill of Lading** (BOL) is a document issued by a carrier which details a shipment of merchandise and gives title of that shipment to a specified party.
- d) A **House Bill** represents one consignment and is issued by a forwarder. The goods related to it can be cleared directly by a customs declaration(s).
- e) A **Master Bill** refers to a consolidation of goods for transport purpose, of several house bills and it must be deconsolidated before Customs clearance, so that a Customs declaration relates to it.
- f) A **first level Bill of Lading** is directly related to the manifest and it can be a House Bill or a Master Bill.
- g) A **second level Bill of Lading** can either be a master or a house bill created by the degroupage of a master and is linked directly to a first level Master Waybill.

- h) **Extensible Markup Language, XML**, is an encoding that is both human and machine readable for XML Upload for Carrier, **Non Vessel Operator Common Carrier; NVOCC** (Co-Loader).
- i) **Splitting BOL** This divides a house bill in multiple lines for different types of packages or goods. It is different than a deconsolidation.
- j) **“Authorise Splitting”** The carrier agent or co-loader must access the manifest and give permission to consolidator and declarant to split the waybill and must be validated so that it can be used in a customs declaration. To validate the waybill select the waybill which have been split from the list of bills of lading,
- k) **“Agent Release”** is performed by either the carrier agent or consolidator respectively to release the waybill and to allow the information to be entered for the Customs declaration.
- l) **“Outturn report conforms”** indicates that the tally of cargo carried on the vessel/aircraft is correct.
- m) **“Outturn report non-conforms”** indicates that the tally of cargo carried on the vessel/aircraft is incorrect.
- n) **“Adding waybill as a C0-Loader”** refers to the a Shipping agent or **“Non Vessel Operator Common Carrier; NVOCC** (Co-Loader), who is allowed to share (ship) cargo on the vessel as assigned by the Carrier.
- o) **“Co-Loader Validation of waybills** is performed by the co-loader to permit the information in the system to be entered on the Customs declaration.
- p) **“Authorise Degroupage”** gives permission to the consolidator to degroupe the waybills.
- q) **“Validating Degroupage”** is complete when the consolidator has finished adding all the bills of lading, the carrier will release the master waybill, (B/L), by performing the function

“AGENT RELEASE”. Thereafter, the carrier would inform the consolidator who would then validate the degroupage.

- r) “**Waybill grouping**” relates to the groupage of cargo which would have been carried on different flights/vessels with the same waybill reference and consolidated into a single manifest.
- s) “**Amendment**” relates to an application to the Comptroller of Customs for any changes necessary. Whether to be done on the registered manifest; waybill, declaration or any other segment of the registered manifest approval to any change/s of information of any document or processes in the system

Table of Symbols:

SYMBOL	DESCRIPTION
	“ Verify the document ”: To check all document fields for coherence and syntax.
	“ Store ”: To Store the working document on the ASYCUDA World server.
	1- “ Import from AW XML file ”: Import an ASYCUDA World XML file from local storage (Hard Drive, USB, CD/DVD, Network) 2- “ Export to AW XML file ”; Create and save an XML file with data entered on the working document.
	“ Finder ”: Search for documents in ASYCUDA World database.
	“ Help ”: Provides the user with an online help.
	“ Save changes ”: Save changes made to a document that was retrieved from the server.

	“ Register ” : Register a stored manifest
	“ Check totals ”/” Check XML Content ”: Compare totals on manifest general segment with sum of all level 1 bills of lading. When used on XML integration, the XML file content will be verified for structure and content.
	“ Add Bol ”: Add new waybill whilst preparing the manifest
	“ Add a new container ”: During manual capture, used to add a container to the container table on the bill of lading.
	“ Print ”: Print a document or report as PDF. All document are printed to PDF and the user may send it to a printer of choice.

3. CREATING A MANIFEST

Kindly refer to the Manifest field guide (Annex 2) before proceeding to create a Manifest in ASYCUDA World.

There are two options available to users to capture a manifest:

- i. **Manual capture** refers to data manually key in the system and is normally used by small carriers.
- ii. **XML Integration** is where an XML file from the carriers system is uploaded into ASYCUDA World. It is recommended for large carriers.

Manual Capture

Step 1 Accessing the General Segment via Document Library

Upon receipt of the principal manifest the user will input the data into ASYCUDA World. The manifest creation starts with the **General Segment**. To access the General Segment by navigating the Document Library using this path:

ASYCUDA >>> Cargo Manifest >>> Manifest Documents >>> Manual Capture Manifest

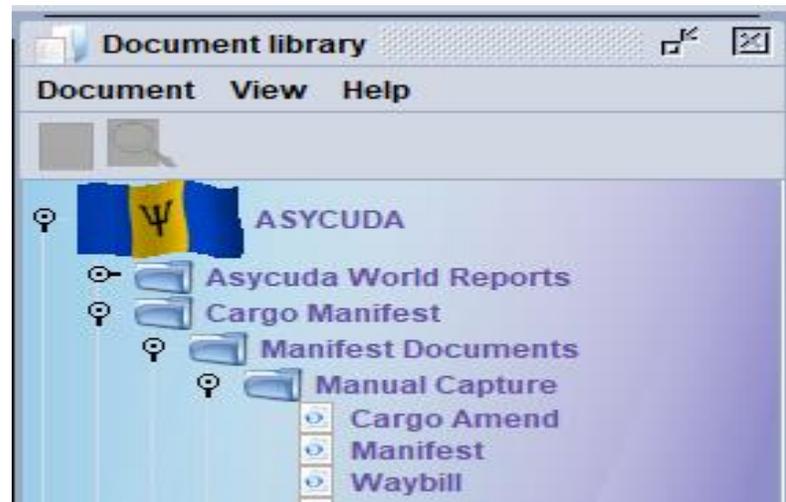
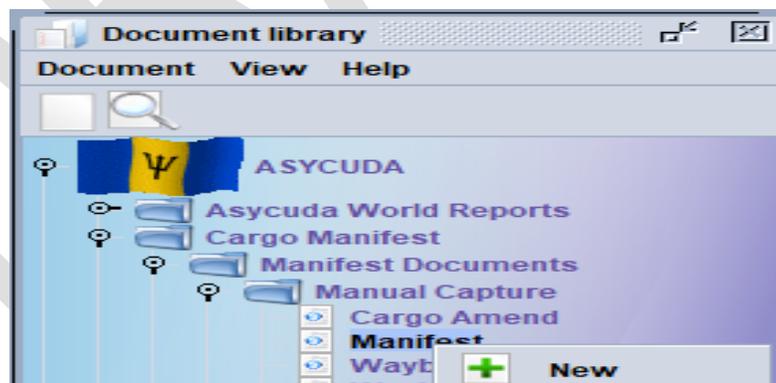


Figure 1 General Segment

Right click at Manifest and select **New** as shown in Figure 2 below.



Step 2 Completing the General Segment

A General Segment page appears with the Carriers name already inserted as illustrated in Figure 3.

Figure 3 General Segment page

Use the Manifest field guide (Appendix 2) to insert all necessary data. In some cases reference data is provided from a drop down list or finder (F3 Key).

Kindly **N.B Mandatory fields** will be shown **Red if not completed or the data entered is incorrect.**

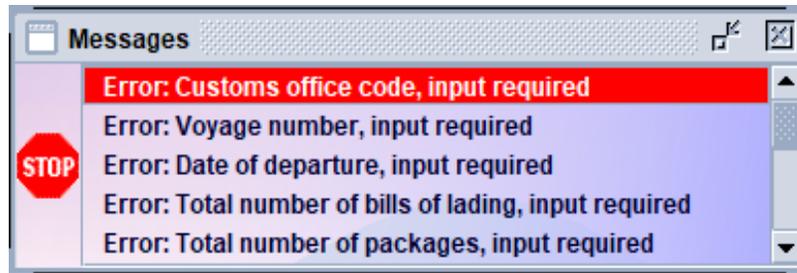
ASYCUDA uses the **Office Code, Voyage Number and Date of Departure** to uniquely identify the manifest.

Step 3 Verifying the document

Once all information is entered on the manifest, the verify icon  may be used to verify the data entered as shown below in Figure 3.

Figure 3 Verification Icon

The **Verify command** as shown in Figure 3 allows the system to check the document for errors. If there are errors the system will return a message stating the error(s). By clicking the individual error message, the cursor goes to the field where the error occurs.



All errors must be corrected and the document be verified using the same **Verify command** icon.

Once there is no error or the error/s have been corrected, the system will return a message **“Document verified”**.



Figure 4 Verified Command Icon

Step 4 Storing the document

After verifying the document, use the Store icon  as shown in Figure 5 to store the document.

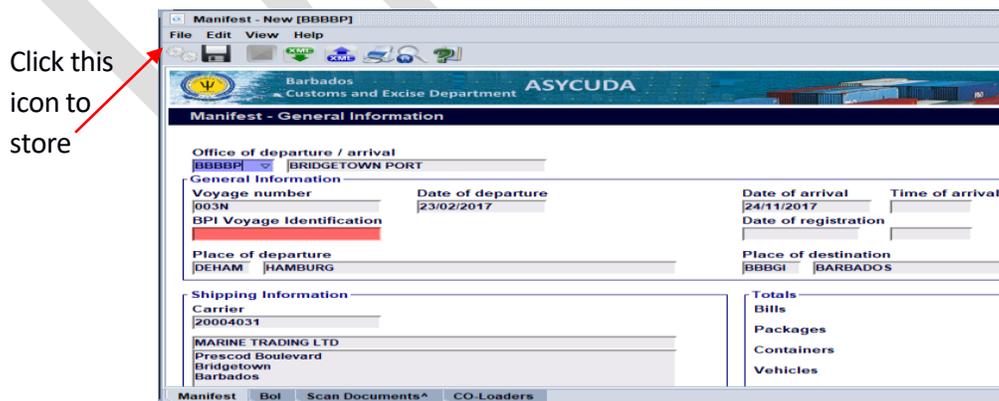


Figure 5 Store Icon

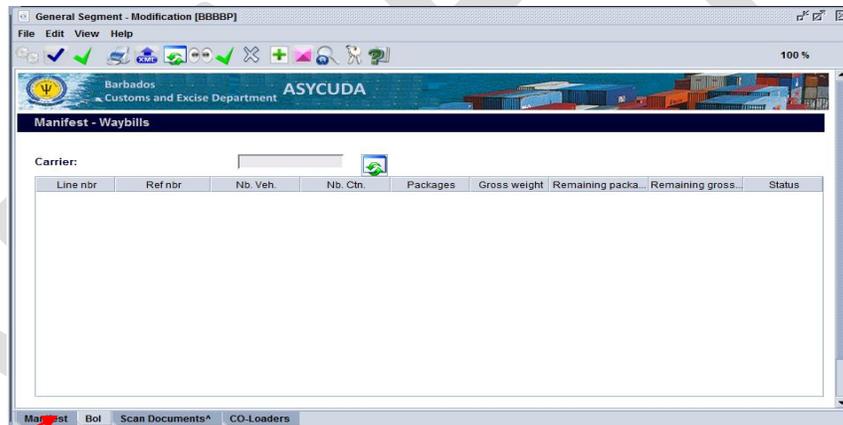
The system will return a message “Store is done” as displayed in Figure 6.



Figure 6 Store Completion

Step 5 Adding BOL to the stored manifest

To add a **BOL** click on the green  icon. The stored manifest will open as shown below.



Click on BOL
Tab

Figure 7 Accessing a BOL

Select the **BOL** tab to access the interface as displayed in Figure 8. Complete the information and click the **Add BOL** icon from the menu bar.

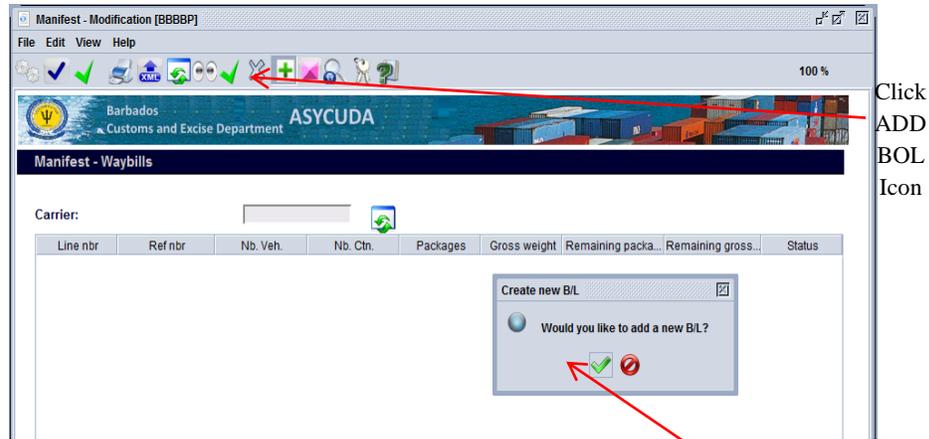


Figure 8 Adding a BOL

A dialog box will appear asking the user to confirm his/her action. Select the **tick** to confirm.

A waybill page as shown in Figure 9 will appear with the information from the General Segment already inserted. It includes the **Office of Entry, Voyage #, and Departure date**. This means that the waybill is linked to the General segment.

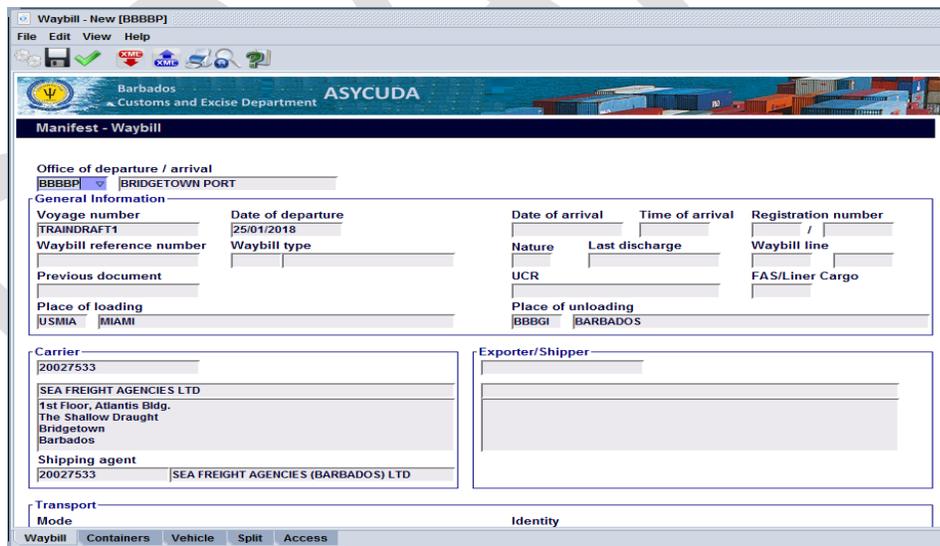


Figure 9 a Completed Waybill

Input the relevant information into the other required fields and click the store button. The store confirmation box as shown in Figure 10 appears to signal that the **BOL** store was successful.



Figure 10 Completion of a Stored Transaction

Click on the green arrow to continue adding **BOLs** to the manifest or the Blue tick to return to the manifest **BOL** tab.

If the **Blue** tick is selected then you may add additional Waybill as before by clicking the add BOL icon.

Adding Co-Loaders

A Carrier may allow **“Non-Vessel Owner Carrier Cargo” (NVOCC)** or Co-Loaders to place cargo on their vessel. To do so, the carrier must add the Co-Loader(s) to the manifest in order for the Co-Loaders to add their BOL to the manifest. The Carrier should select the “co-loaders” tab at the bottom of the General Segment page of the manifest page and the “co-loaders” interface, as shown in Figure 11 will be displayed.

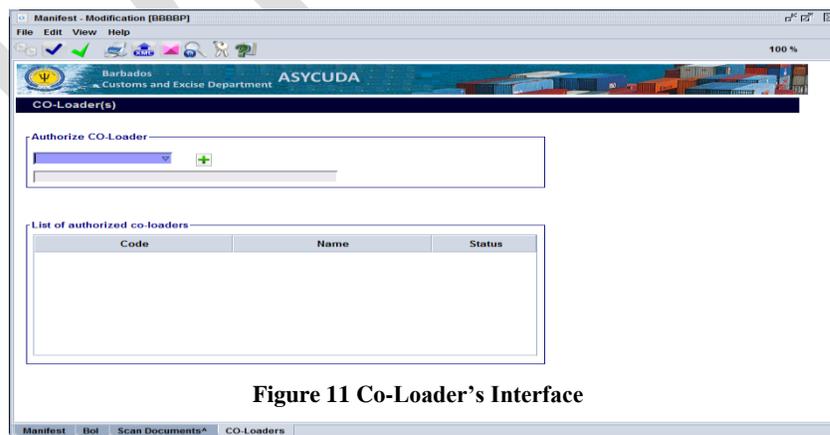


Figure 11 Co-Loader’s Interface

The Co-Loaders can be selected by Agent Code or from the available list shown in Figure 12.

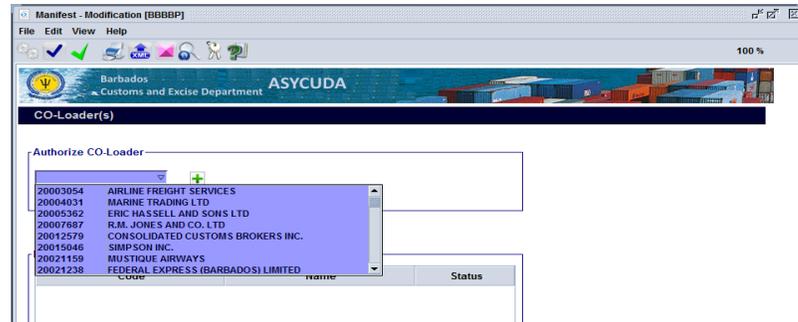


Figure 12 Carrier Co-Loader Interface

Select the co-loader(s) from the “List of Carrier Agents” and use the green  to add to the “List of authorized co-loaders” field.

To delete a Co-Loader/s from the “List of authorized co-loaders” table as illustrated in Figure 13; right click the required data from the “List of authorized Co-Loaders” and select “Delete”.

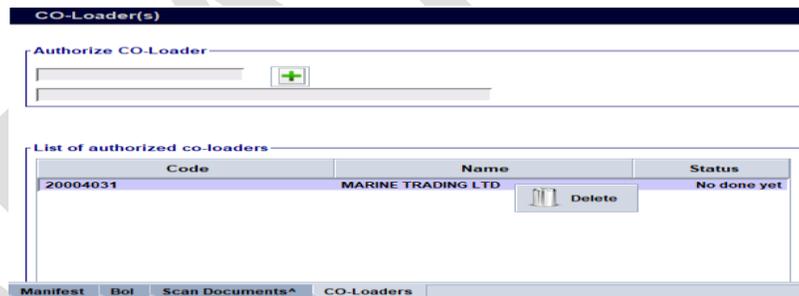


Figure 13 Adding or Deducting Co-Loaders

On completion of the transfer use the “Store Icon” to store the transaction.

N.B The carrier must allow the co-loader(s) to add their B/L before registering the manifest

4. Amending a Stored General Segment

Step 1 Retrieving General Segment

Use the following Path to retrieve the General Segment: **ASYCUDA >>> Cargo Manifest>>> Manifest Documents >>> Manual Capture>>> Manifest.**

The Document Library interface as shown in Figure 14 will be displayed. Right click on the “General Segment” and select **Find**.

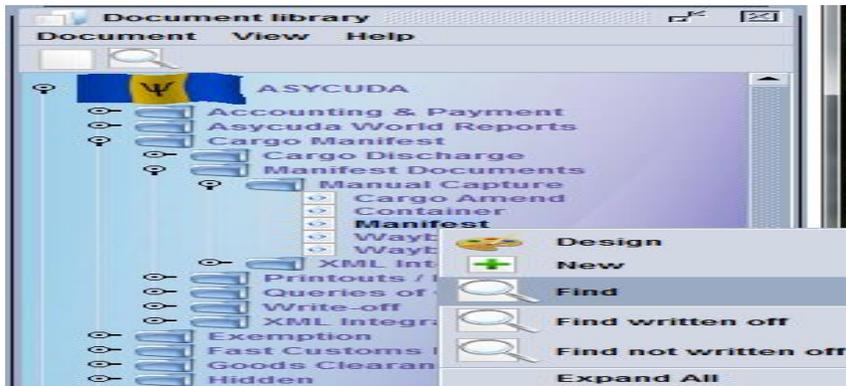


Figure 14 Document Library displaying the Find option

The Manifest finder as shown in Figure 15 will be displayed. Insert the search criteria and select the “Search” icon. Usually, the search criterion for finding a stored manifest is the unique reference for **Office code**, **Voyage number** and the **Date of departure**.



Figure 15 General Segment Finder

Step 2 Modification Option

The search result will be displayed by the finder as illustrated in Figure 16. **Right click** on the desired manifest and select **Modification**.

Office	Voyage num.	Date of depart...	Place of lo...	Place of unlo...	Registrati...	Registra...	Registra...	Carrier	Transpor...	Date of arrival	Written...
BBBBP	CDP01	14/01/2018	USMIA	BBBGI	29	275...	MV COR	17/01/2018	No	No	
BBBBP	TRAINCHE...	14/01/2018	USMIA	BBBGI	19	275...	TROPIC	15/01/2018	No	No	
BBBBP	TRAINPETE...	14/01/2018	USMIA	BBBGI	24	275...	TROPIC	15/01/2018	Yes	Yes	
BBBBP	TRAINSOPH...	14/01/2018	USMIA	BBBGI	21	275...	TROPIC	15/01/2018	No	Yes	
BBBBP	TRAINDEBR...	14/01/2018	USMIA	BBBGI	6	275...	TROPIC	15/01/2018	No	No	
BBBBP	TRAINJANINE	14/01/2018	USMIA	BBBGI	10	505...	TROPIC	15/01/2018	No	No	
BBBBP	TRAINKEISHA	14/01/2018	USMIA	BBBGI	7	275...	TROPIC	15/01/2018	No	No	
BBBBP	TRAINCHE...	14/01/2018	USMIA	BBBGI	20	275...	TROPIC	15/01/2018	Yes	Yes	
BBBBP	TRAINJANIN...	14/01/2018	USMIA	BBBGI	23	275...	TROPIC	15/01/2018	Yes	Yes	
BBBBP	TRAINANITE1	14/01/2018	USMIA	BBBGI	16	275...	TROPIC	15/01/2018	No	No	
BBBBP	TRAINRENE1	14/01/2018	USMIA	BBBGI	14	275...	TROPIC	15/01/2018	No	No	
BBBBP	TRAINNATA...	14/01/2018	USMIA	BBBGI	3	030...	TROPIC	15/01/2018	No	No	
BBBBP	TRAINNICO...	14/01/2018	USMIA	BBBGI	8	275...	TROPIC	15/01/2018	No	No	
BBBBP	TRAINPETER	14/01/2018	USMIA	BBBGI							

Figure 16 Finder Results

Step 3 Modify General Segment

The Manifest General Segment will be displayed and the necessary changes can be made.

Step 4 Confirm Changes

Select the verify icon and the “Document Verified” option as shown in **Figure 4** will be displayed. The changes should be saved by clicking on the “Save Changes” icon in the toolbar.

5. Adding Waybills to a stored General Segment/Manifest

A Waybill can be added to a manifest in two ways:

- The user can follow the process outlined in Section 3.1.5 “Adding BOL to the stored manifest”.
- Select a new waybill using the “Document library” path as shown in Figure 17.

ASYCUDA >>> Cargo Manifest >>> Manifest Documents >>> Manual Capture, Right click at Waybill and select New.

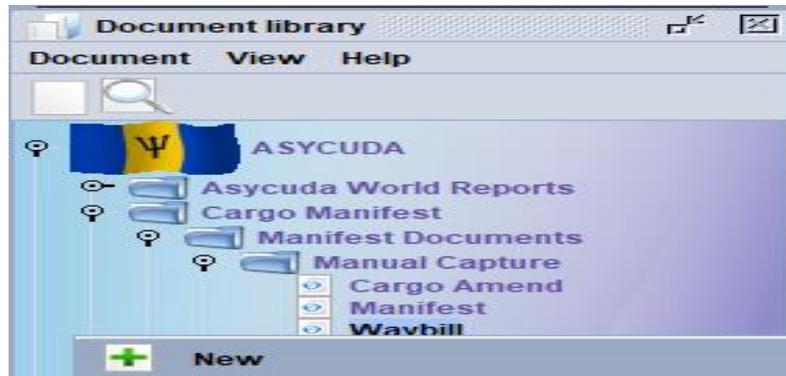


Figure 17 Access to add a New Waybill

A blank waybill page will appear as shown in Figure 18.

Figure 18 Waybill page

Input the **Office code**, **Voyage Number** and the **Date of Departure** of the manifest. Once completed, the General Segment of the waybill will be automatically populated.

Completed the other sections of the waybill and click the “**verify the document**” and “**store**” icons used to check and store the document.

The process can be repeated to add numerous waybills. The green arrow highlighted in Figure 19 can also be used to repeat the process.



Figure 19 Arrow to repeat the process of adding Waybills

6. Adding Waybills to a Manifest as a CO-Loader

The Co-Loader must access to the “Waybill” by navigating the Document Library using this path: **ASYCUDA >>> Cargo Manifest >>> Manifest Documents >>> Manual Capture >>> Waybill.**

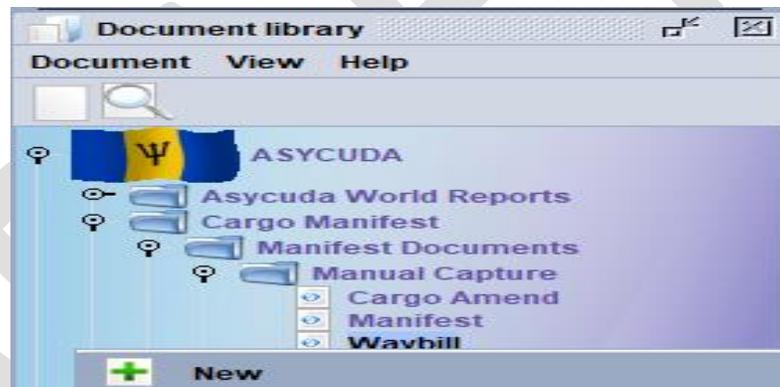


Figure 19 to access the Waybill page

Right click at waybill and select **New**; a **blank document will be given.**

Figure 19a Waybill page

Input the **Office code**, **Voyage Number** and the **Date of Departure** of the manifest. A waybill page as shown in Figure 19 will appear with the other information from the General Segment automatically populated. It includes the **Carrier**, **Registration number**, **Waybill type and Line**. This means that the waybill is linked to the General segment.

Insert the **“Master”** waybill reference for **“degroupage”** (*or to be consolidated*) in the **“Previous Document field”** and completed the other sections of the waybill; when finish keying the data, click the **“verify the document”** and **“store”** icons used to check and store the document respectively.

Figure 19b Waybill page

If any error/s occurs they must be corrected prior to **“verify”** or **“storing the document”**. **Containerised or vehicular cargo** can be added to manifest by selecting the appropriate tabs as indicated on the waybill tabs.

7. Adding Waybills to a stored General Segment/Manifest

If the arriving cargo is containerized, select the Container tab as shown in Figure 20 to access the container segment.

Click here

Figure 20 Container Tab

The container segment will appear as illustrated in Figure 21. Add the container information in the fields as required.

The screenshot shows the 'Waybill - Containers' form in the ASYCUDA system. The form is divided into several sections for data entry:

- Container Information:** Includes fields for Container number, Nbr. of pkg, Ctn. type, E/F, Seal numbers, Party, and Empty weight.
- Temperature and Humidity:** Fields for Min Temp. (CE), Max Temp. (CE), and Humidity.
- Identification:** Fields for Dangerous code, H.S. code, and Goods description.
- Volume and Disposition:** Fields for Volume, Container Line, and Container Disposition.

Below these sections is a table with the following columns: Contain..., Nbr. of ..., Ctn. type, E/F, Seal nbr., Seal nbr., Seal nbr., Party, Empty ..., Goods ..., Min Te..., Max Te..., Humidity, Danger... The table is currently empty.

Figure 21 Container Segment

and click “Add a new Container” icon to register the information in the table.

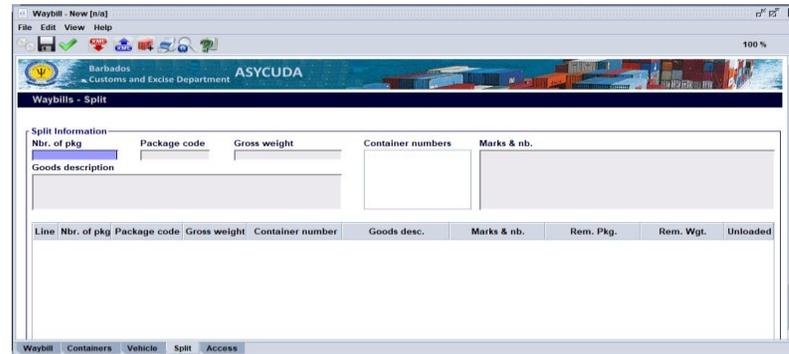
This screenshot is similar to Figure 21 but shows the 'Add a new Container' icon (a plus sign) in the top toolbar. A red arrow points from the text 'Click here to add the container data' to this icon. The table below the form now contains one entry:

Contain...	Nbr. of ...	Ctn. type	E/F	Seal nbr.	Seal nbr.	Seal nbr.	Party	Empty ...	Goods ...	Min Te...	Max Te...	Humidity	Danger...	Harmon...	Goods ...
TRAINC...	1,500	40GP	ECL	012345	023456		CR		2,500.00						GENER...

Figure 21a Container Segment

N.B After keying the information for the container, **DO NOT** select to verify the document, otherwise the data will be lost and information will have to be re-entered.

8. Splitting the Waybill



Click here

Figure 22 Waybill Split tab

A house waybill may be split into different lines according to package types or commodities. This must not be confused with degroupage where you have many consignees.

Step 1 Splitting a Waybill

Select the “Split tab” as shown in Figure 22, input the necessary information and select the “Add a new line” icon  to save the split in the table below.

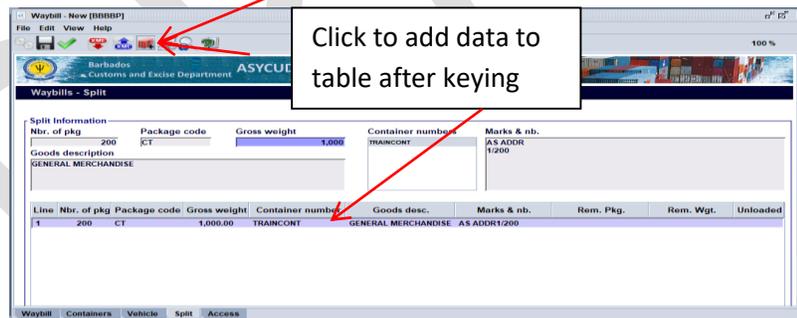


Figure 22 Waybill Split Icon

Step 2 Update or Remove Split Options

Where an error occurs, right click on the respective data input and choose either the “Update or Remove” option from the dropdown menu as desired.

Waybills - Split

Split Information

Nbr. of pkg	Package code	Gross weight	Container numbers	Marks & nb.
Goods description				

Line	Nbr. of pkg	Package code	Gross weight	Container number	Goods desc.	Marks & nb.
1	50	CT	250.00			as addrp forde

Remove line
Update line

Figure 22 to update/remove information

Make the necessary corrections and click the update a line  icon.

Step 3 Verifying and Storing the Split

Retrieve the waybill to be split by clicking on the selected waybill and select “split B/L”.

Select the Split Tab on the bottom of the waybill as shown above.

Enter the split information then select the “Add a new line” icon to save the split in the table below. Errors can be corrected by right clicking the saved split and selecting **Update line.**

When the change has been made, use the  **System Store** icon on the toolbar to save the updated split to the manifest.

Select the blue tick on the toolbar to save the waybill.

Step 4 Validating the Split

The split must be validated so that it can be used in a Customs declaration. To validate the split, retrieve the manifest right click the selected waybill and select “Validate split” as shown in Figure 23.

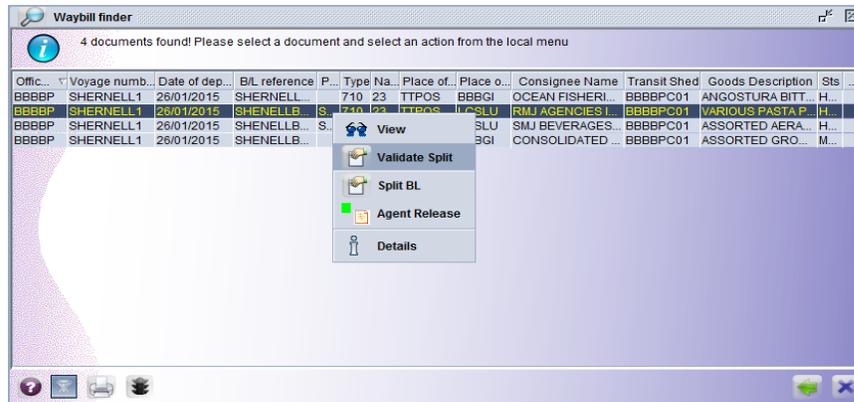


Figure 23 Validating a Split

NB: A MANIFEST MUST BE REGISTERED TO VALIDATE THE SPLITTING OF WAYBILLS

Once the split has been validated, “Agent Release” must be performed by either the carrier agent or consolidator respectively to release the waybill and to allow the information to be entered for the Customs declaration.

9. Amending a Stored Waybill

A Waybill could be amended in two ways:

- i. One way is to access the waybill from the manifest
- ii. the other is done by locating the Waybill with the finder.

Step 1 Accessing the Waybill from the manifest

On an opened manifest click the **BOL** tab to get the list of bill of lading. Right click on the desired waybill as shown in Figure 24 and select “Modification”.



Figure 24 Accessing the Waybill from the manifest

NB. A stored waybill can also be deleted.

Step 2 Locating the Waybill with the finder

The user may also select the waybill using the waybill finder. Populate the finder with the appropriate information and click on search. The finder will display the necessary information as displayed in Figure 25. Right click on the desired document and on view.

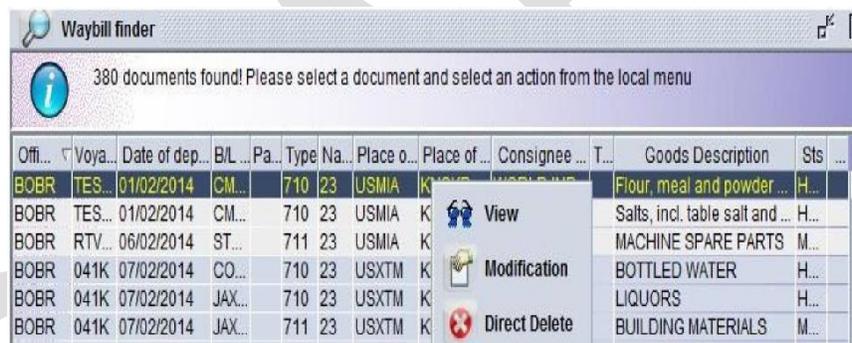


Figure 25 Results of the Waybill Finder

The waybill opens and allows the user to make the required changes.

NB the information from the general segment will not be able to change in the waybill.

Verify and save the changes.

10. Registering a Stored Manifest

There are two ways to register a manifest:

- i. direct Register
- ii. from an opened Manifest

Step 1 Direct Register

Access the manifest through the Finder by using the following path:

ASYCUDA >>> Cargo Manifest >>> Manifest Documents >>> Manual Capture >>> Manifest.

Right click “Manifest” and select “Find”. Insert criteria in the finder and select Search. Right click on the desired line of the results and select “Direct Register” as shown in Figure 26. All errors must be addressed to complete the registration process.

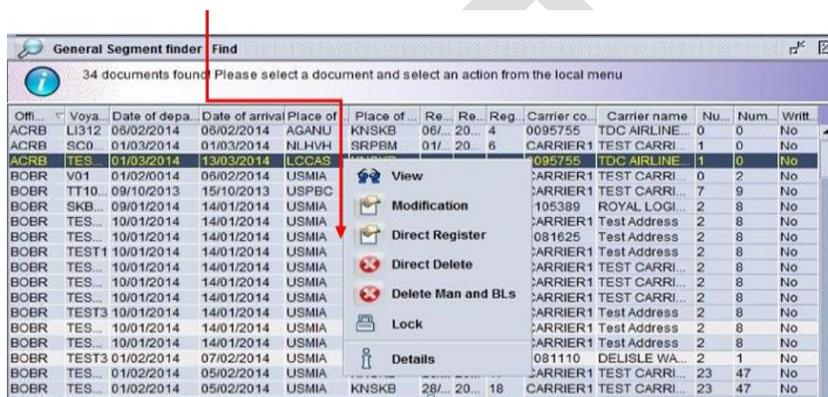


Figure 26 Direct Register

A Transaction Completed dialog box as shown in Figure 27 will be displayed at the completion of the process.



Figure 27 Transaction Completion Box

Step 2 Registration from an Opened Manifest

Select the Register  icon from the menu bar on an open manifest. A similar dialog box as shown at Figure 27 will be displayed to indicate the end of the process.

11 Outturn reports

1 “Outturn report non-conforms” This indicates that the cargo tally being carried on the vessel/aircraft is correct.

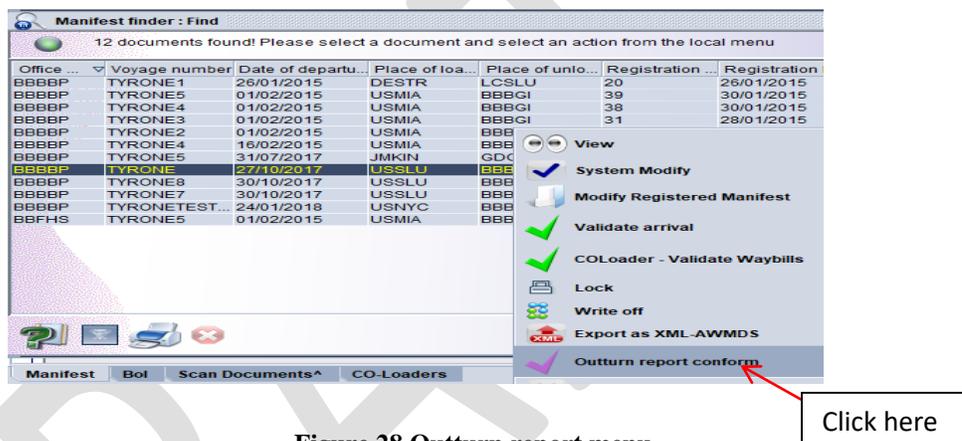


Figure 28 Outturn report menu

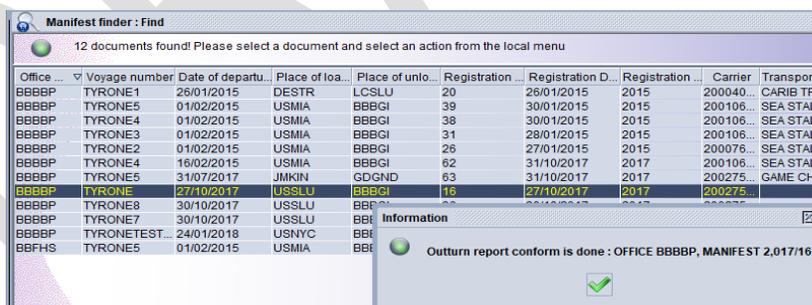


Figure 29 Outturn report complete

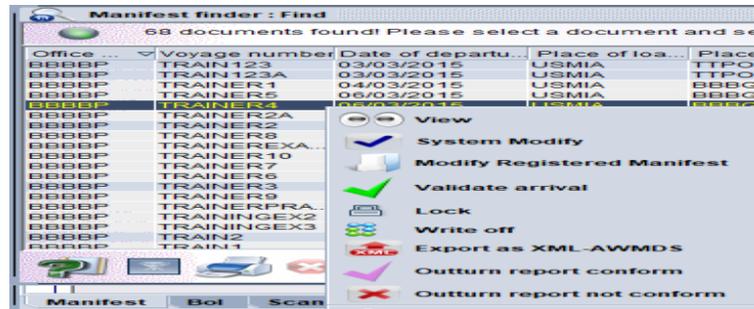


Figure 30 Outturn Report non-conform menu

2 “Outturn report non-conforms” indicates that the cargo tally being carried on the vessel/aircraft is incorrect.

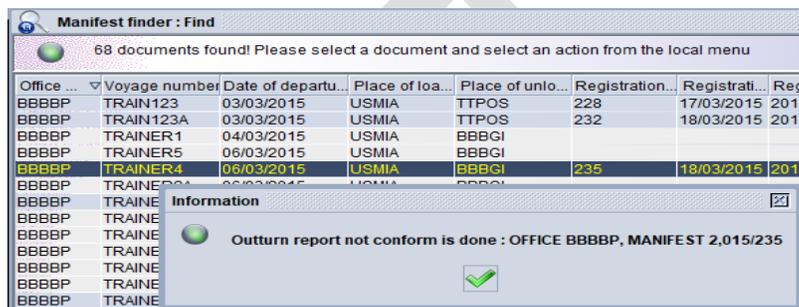


Figure 31 Outturn report non-conform

If the cargo has not been tallied correct and the “Outturn report non-conforms” is triggered, it will indicate in Figure 31 “Outturn report not conform is done” and the cargo amend amendment is given to submit a “Request”

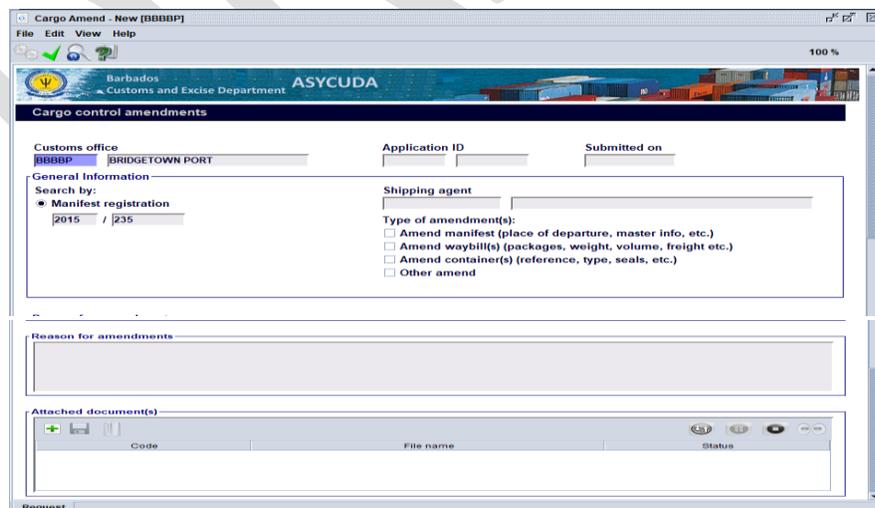


Figure 32 Cargo Amend application

12 Amending a Registered Manifest

In order to amend a registered manifest, the user must apply to the Comptroller of Customs using the ASYCUDA World system, for Customs approval of the amendment of the Manifest with the correct information.

The following path should be used to apply for permission to amend a manifest:

ASYCUDA >>> Cargo Manifest >>> Manifest Documents >>> Manual capture >>> Cargo Amend.

Right click “**Cargo Amend**” and select “**New**” to make an application as shown in Figure 32.

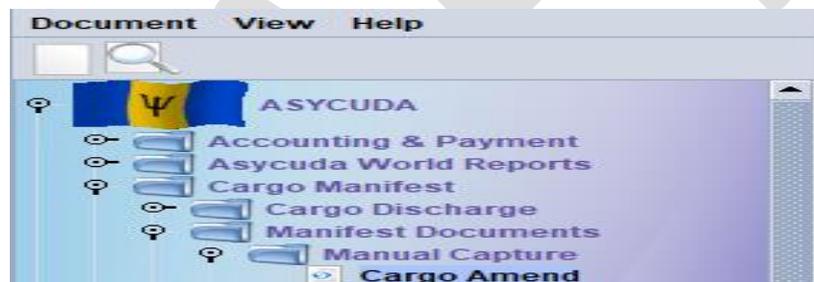


Figure 32 Request to Amend Manifest

A dialog box is displayed as shown in Figure 33. Complete the application and submit using the green tick.

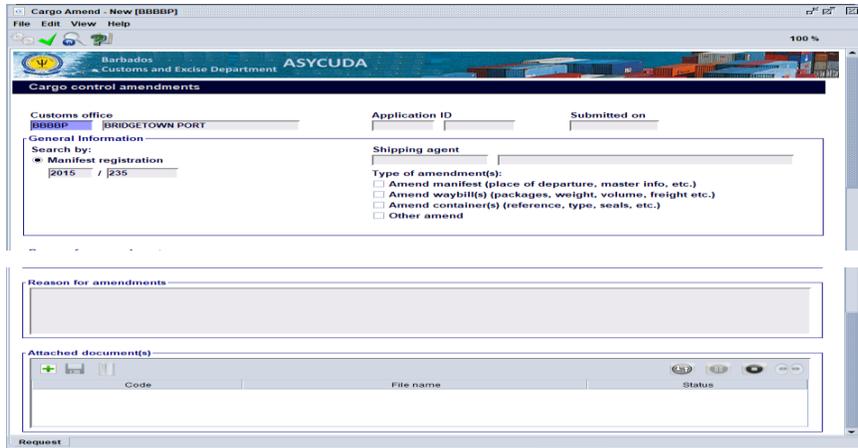


Figure 33 Request to amend manifest dialog box

The reason for the request to amend must be indicated at the **“Reason for amendments”** field.



Figure 34

It may be necessary to add a document to the request; this is selected from the saved document/s menu

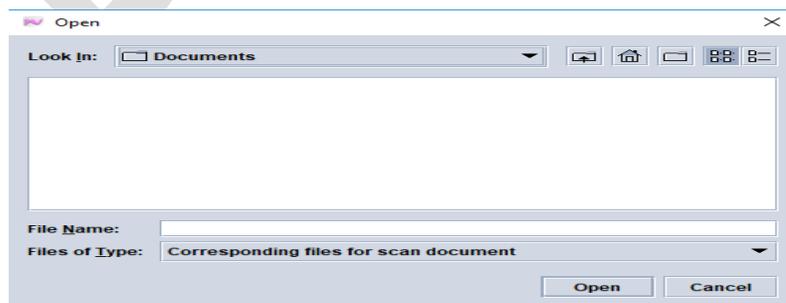


Figure 35

Download/
Upload icon

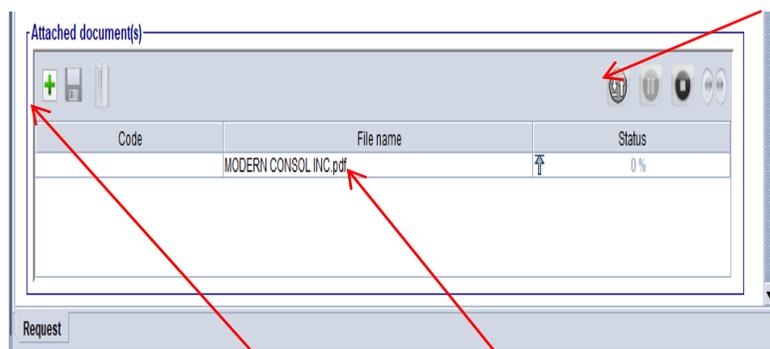


Figure 36

When selected, add the document by clicking the green icon, the document reference will be shown in the table, click the Download/Upload icon to upload the document to the system.

Customs will either approve or reject the application. An approved manifest/bill of lading will be updated automatically except the “**Add BOL amendment**”. In this case, the user must complete the process by right clicking on **Waybill** and selecting “**Add BL to a reg. manifest**”.

The user is advised that a reason must be given for an amendment.

this is done at the “**Attached document(s)**” table by selecting the file from source,

13 Releasing a Waybill

The Carrier Agent must perform “**Agent Release**” of the waybill (B/L) to permit its usage by the consolidator Select the waybill by following the path below:

ASYCUDA >>> Cargo Manifest >>> Manifest Documents >>> Manual Capture Waybill; right click and select “**Find**” as demonstrated in Figure 29.

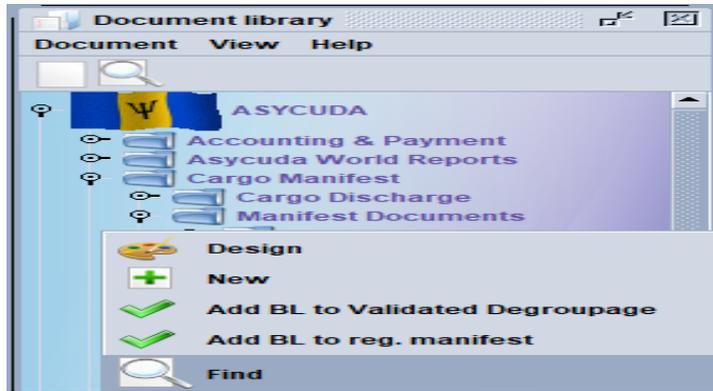


Figure 37 Accessing the B/L release dialog box

Enter the relevant search criteria in the Finder and click the search engine. A list of relevant bills of lading will be displayed as illustrated in Figure 30.

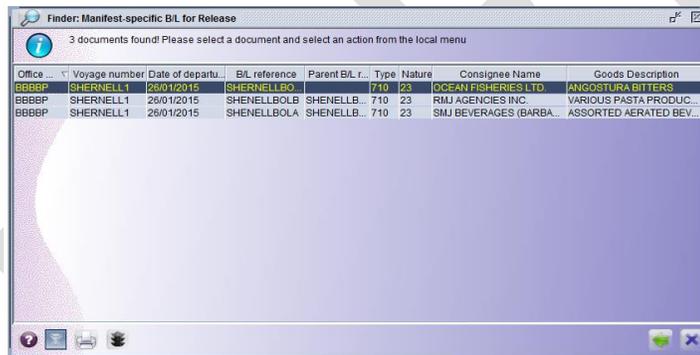


Figure 38 Search results for B/L

Right click on desired B/L and indicated in Figure 31 and select “Agent release”.

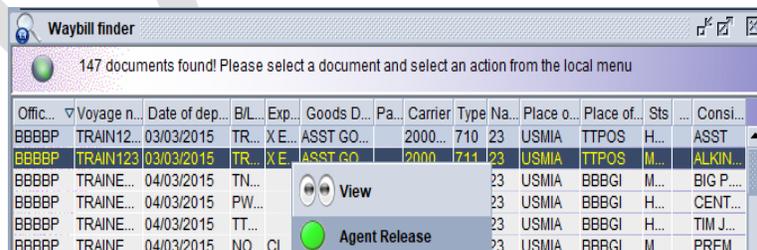


Figure 39 Agent Release dialog box

NB: The Consolidator when completed the process for entering the information to the manifest must do the “Agent release” as well otherwise the goods cannot be cleared the Customs Broker or Importers’ Clerk of the Customs declaration.

14. Degroupage

The degroupage function is accessed using the following path:

ASYCUDA >>> Cargo Manifest >>> Manifest Documents >>> Manual Capture >>> Waybill

Right click and **select New**. Complete the waybill dialog box and verify and store the transaction. The dialog box shown in Figure 40 will indicate the completion of the transaction.



Figure 40 Transaction complete dialog box

The **GREEN** icon can be used to continue adding bill of ladings to the master B/L.

Validating a Degroupage

Use the Finder to locate the respective B/Ls. Right click on the desired B/L as indicated in Figure 41 and select validate degroupage.

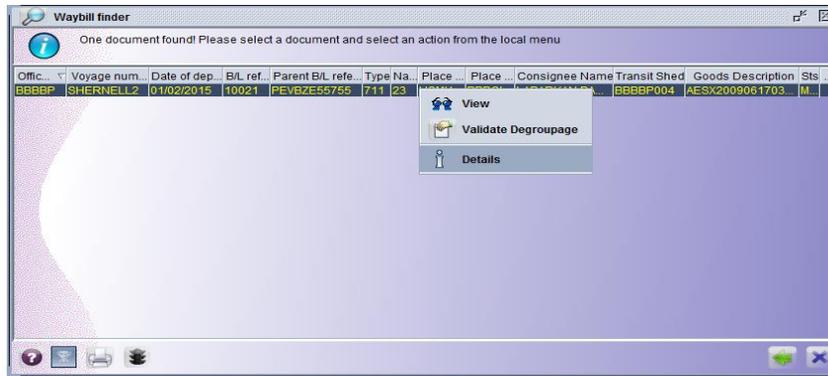


Figure 41 Validate degroupage dialog box

NB. All degroupage must be validated before Customs clearance. An unreleased waybill cannot be located.

15. Fast Cargo Integration

Full Cargo XML File

The XML Integration option of capturing a manifest allows the user to load or import an xml file that has been generated by the carriers system into ASYCUDA World.

XML Manifest

Step 1 Select the Full Cargo Integration (FCI) option

Navigate the Document Library using the following path:

ASYCUDA>>> Cargo Manifest >>> Manifest Documents >>> XML Integration

Right click “Full cargo” and select “Full Cargo Integration” as shown below in Figure 42.

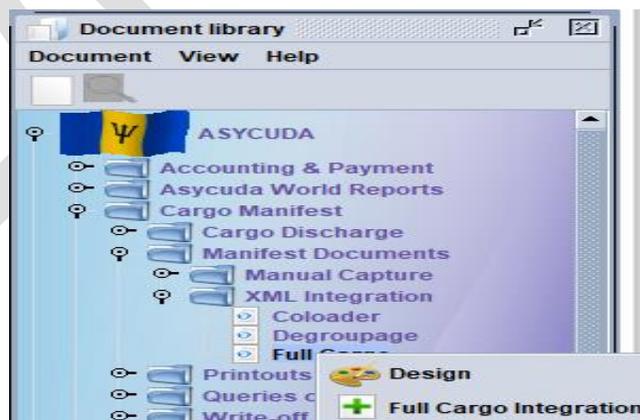


Figure 42 Selecting Full Cargo Integration

The Full cargo integration form opens as displayed in Figure 43.

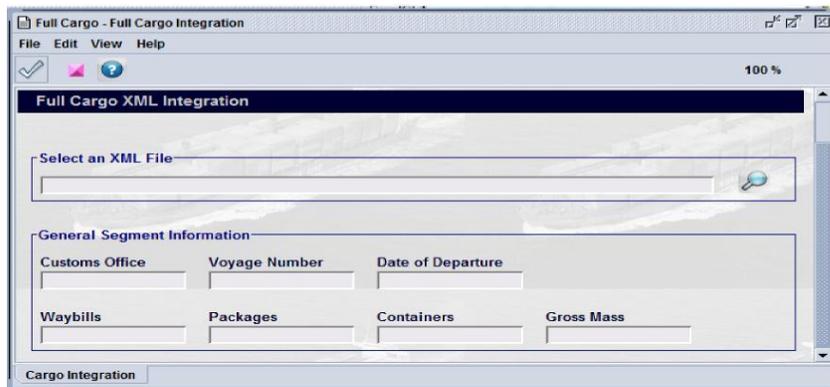


Figure 43 Full Integration dialog box

Click the search icon to locate the XML file. A dialog box opens as shown in Figure 44 to permit the search for a file. Click to open the desired file. The file path will be inserted in the Full Cargo Integration page.

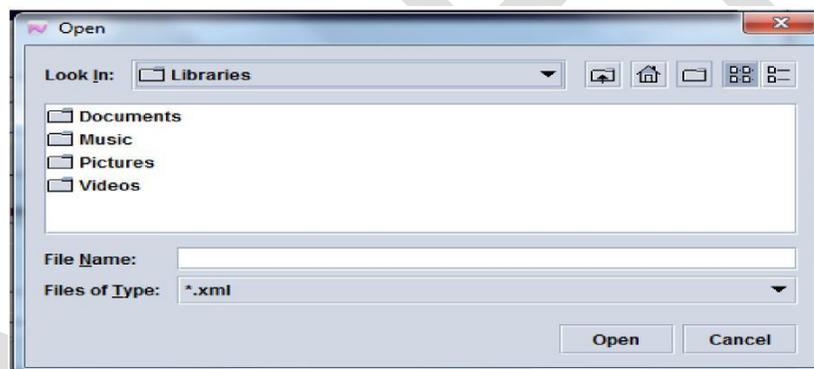


Figure 44 XML document search dialog box

Step 2 Checking XML content

Click the pink icon displayed in Figure 45 to check the XML content. A valid XML file will automatically populate the fields in the dialog box and return a message stating “Check done: xml valid”. Where errors occur, a PDF file indicating the errors will be displayed. Address the errors and check XML content again.

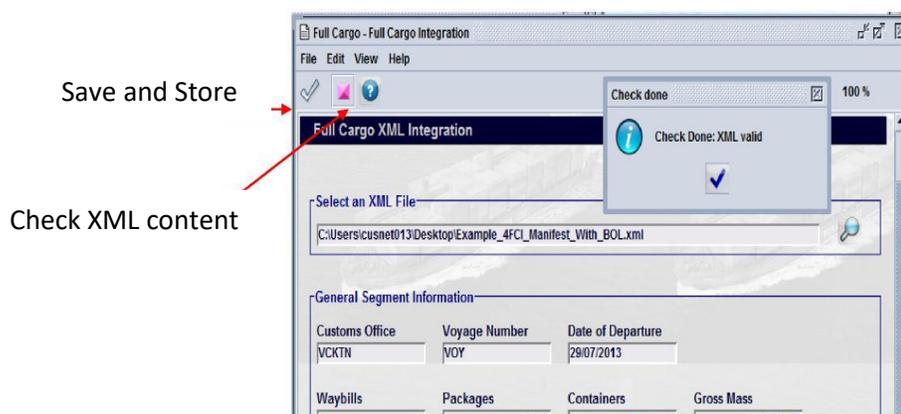


Figure 45 “Check done: XML valid” dialog box

Step 3 Saving and Storing

Click on “**save**” and “**store**”.

Step 4 Registering the XML file

The integrated (stored) manifest must first be retrieved to add any required information that was not available in the XML file. Typical examples of missing information are:

- Port BPI number;
- Consignee code for master waybills; and
- Co-loader code

The finder should be used to locate and modify the integrated manifest where necessary. The “green check” should be used to register the manifest.

Step 5 Degroupage XML File

Navigate the Document Library using the following path:

ASYCUDA >>> Cargo Manifest >>> XML Integration >>> Degroupage

Right click at **Degroupage** and select “**Degroupage Integration**”. Select the XML file using the steps displayed in Figure 46. Click on the check to store/integrate the XML content as stored bills of lading as shown in Figure 38.

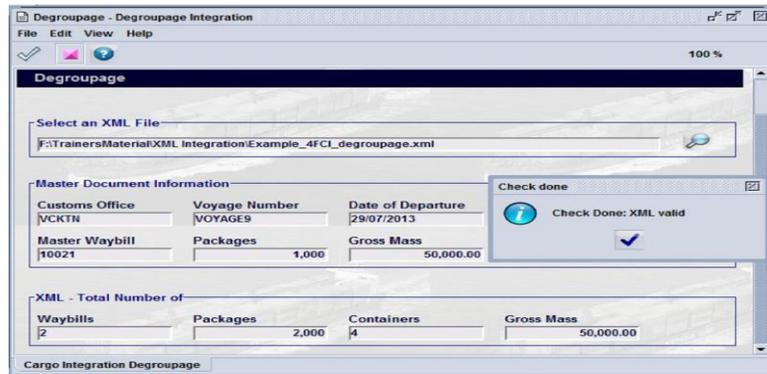


Figure 46 Storing B/Ls for XML Integration

16. Waybill grouping

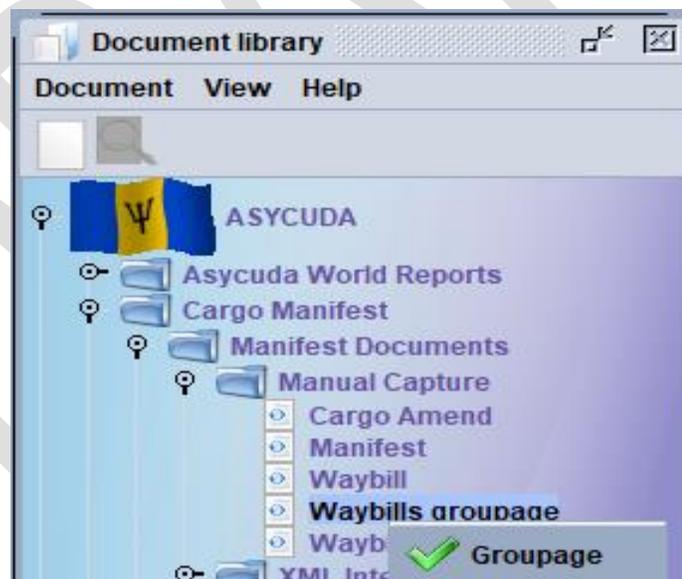


Figure 4xGroupage of waybills

Navigate the Document Library using the following path:

ASYCUDA >>> Cargo Manifest >>> Manifest Documents >>> Manual Capture >>> Groupage

Right click Groupage; the menu in Figure 46 is displayed. Input the Office, Nature code and B/L (waybill) reference

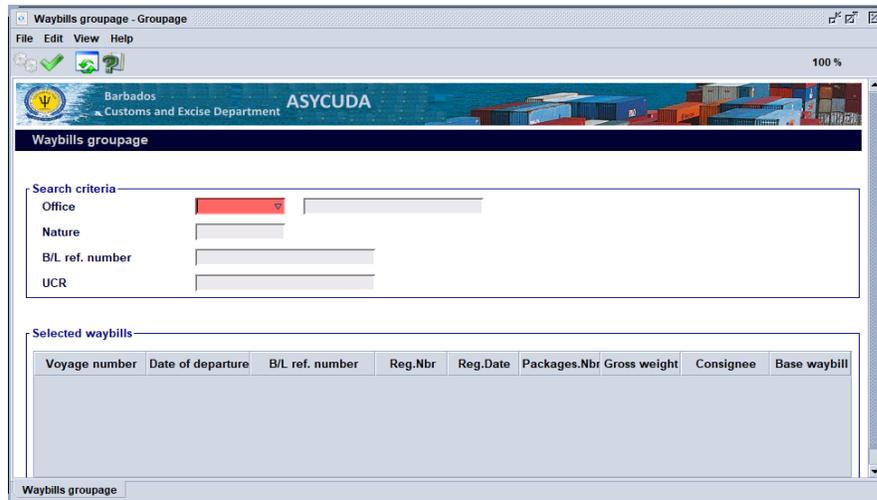


Figure 4x Groupage of waybills

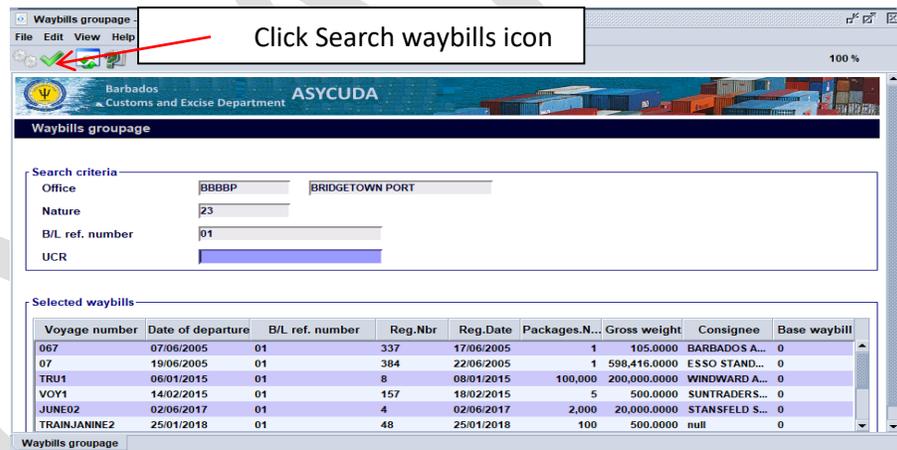
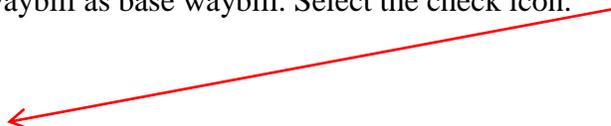


Figure 4x Groupage of waybills

Click the Search waybill icon to initiate the waybills for grouping. A list of waybill will be displayed in the selected waybills table.

Right click the required waybill and the system will indicate the message would you like to set this waybill as base waybill. Select the check icon.



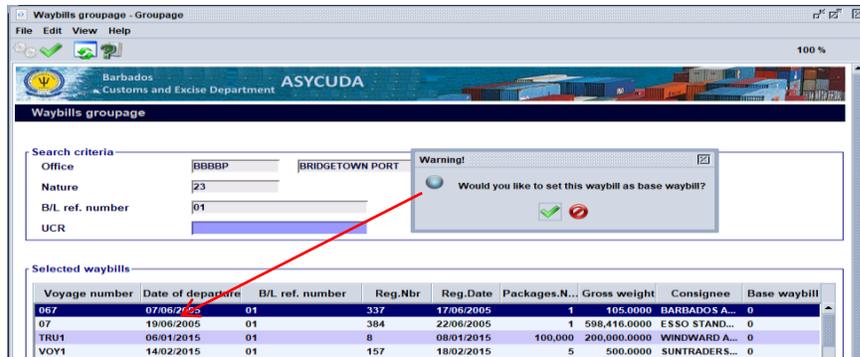


Figure 4x Groupage of waybills

Click the Do groupage icon and the system will indicate the message

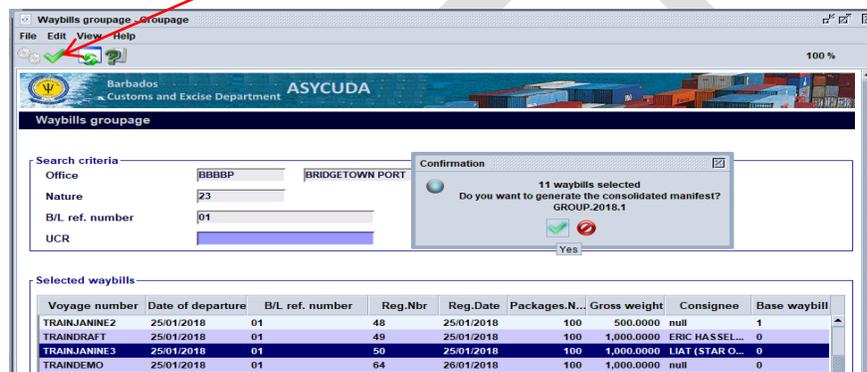


Figure 4x Groupage of waybills

If the no waybill has been selected as a base for the manifest grouping, the system will indicate the error message "No waybill was selected from the list for manifest consolidation" as indicated.

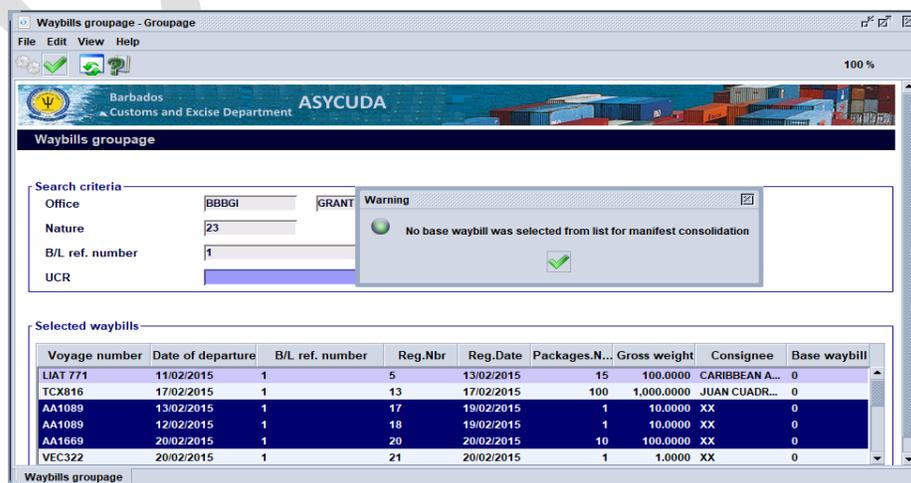


Figure 4x Groupage of waybills error

Once the groupage is complete, the system will generate the consolidated manifest and indicate the **“Transaction complete”** reference number.



Figure 4x Groupage of waybills

17.

18. **Printing a Manifest and Waybills**

Step 1 Full Cargo Manifest

Follow this path to generate a printout of the entire manifest:

ASYCUDA >>> Cargo Manifest >>> Printouts/Reports >>> Printouts >>> Full Cargo

Click and select Print as shown in Figure 47

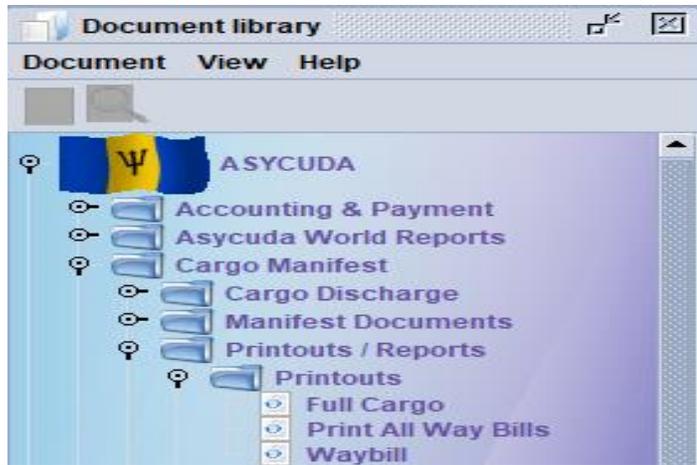


Figure 47 Access to print dialog box

Complete the **Office code**, **Voyage number**, and **Date of Departure** as shown in Figure 48 and select print from the menu bar to print a manifest.

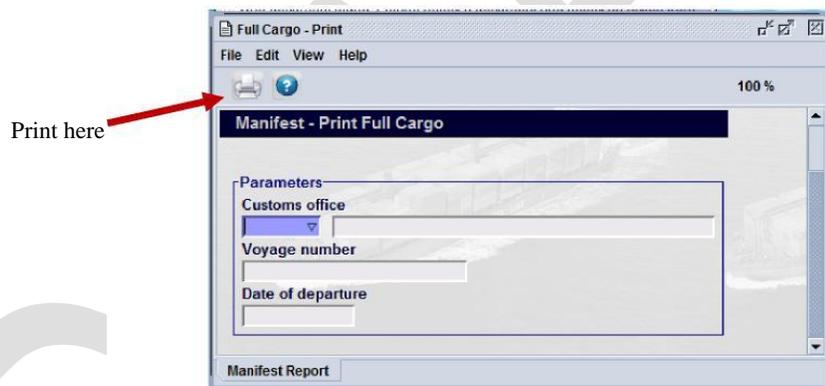


Figure 48 Full Cargo print dialog box

Step 2 Print Waybills

Access the menu using this path: **ASYCUDA >>> Cargo Manifest >>> Printouts/Reports >>> Printouts >>> Print All Waybills.**
Right click on **“Print All Way Bills”** to print all waybills.

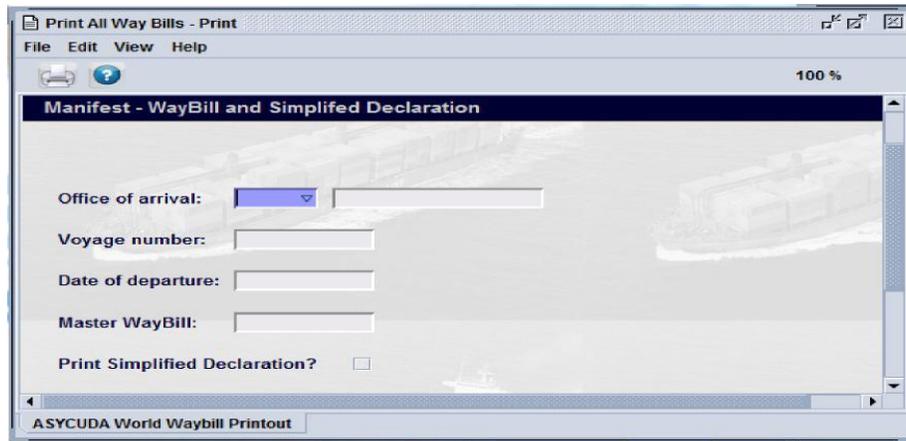


Figure 49 Print All Way Bills dialog box

Complete the form shown in Figure 49 by inserting the **Office code**, **Voyage number** and **Date of departure** of the manifest to be printed. Including a master waybill number will print waybills of the master.

ASYCUDA >>> Cargo Manifest >>> Printouts/Reports >>> Printouts >>> Waybill

Checking the “**Print Simplified Declaration**” box allows printing of simplified declaration (non-commercial) waybill.

19. Waybills Location

ASYCUDA>>> Cargo Manifest >>> Manifest Documents >>> Manual Capture >>> Waybills location

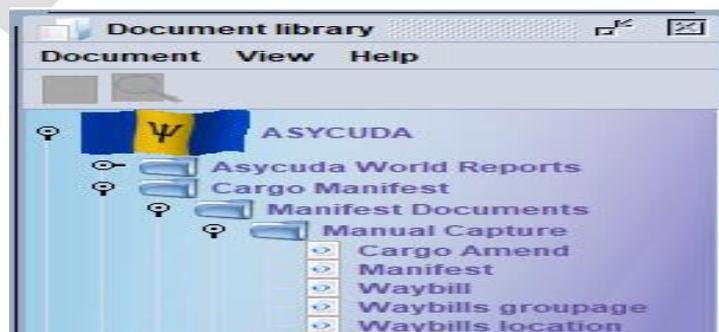


Figure 4x Waybill location dialog box

Right click and select “Waybill location” as shown below in Figure xx

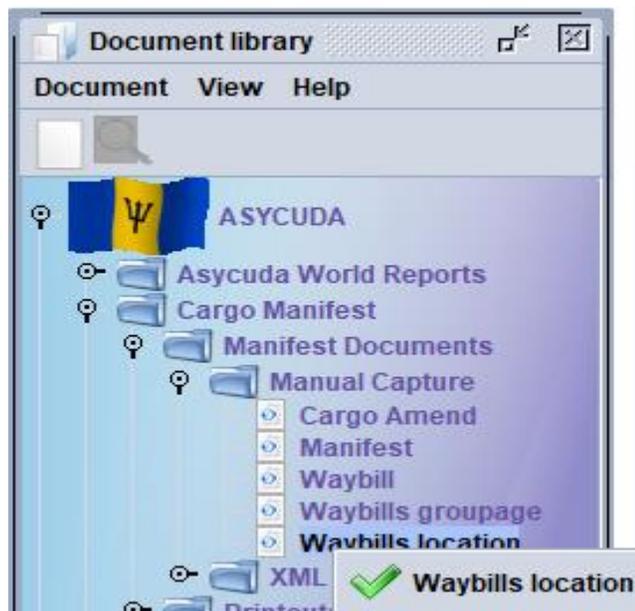


Figure 4x Waybill location dialog box

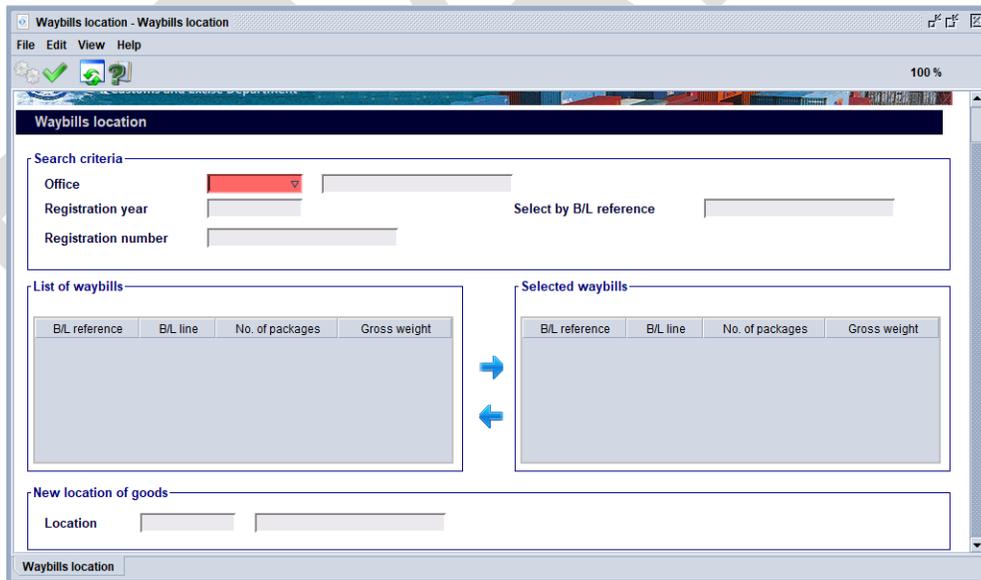


Figure 4x Waybill location dialog box

Waybills location - Waybills location

File Edit View Help

100 %

Waybills location

Search criteria

Office: BBBBP BRIDGETOWN PORT

Registration year: 2017

Registration number: 54

Select by B/L reference: []

List of waybills

B/L reference	B/L line	No. of packages	Gross weight
NA1004	3	100	50.0
NA1004-555	4	100	200.0
NA10050001	5	100	200.0
NA1004600	6	100	200.0

Selected waybills

B/L reference	B/L line	No. of packages	Gross weight
---------------	----------	-----------------	--------------

New location of goods

Location: [] []

Waybills location

Waybills location - Waybills location

File Edit View Help

100 %

Waybills location

Search criteria

Office: BBBBP BRIDGETOWN PORT

Registration year: 2017

Registration number: 54

Select by B/L reference: []

List of waybills

B/L reference	B/L line	No. of packages	Gross weight
NA1004	3	100	50.0
NA10050001	5	100	200.0
NA1004600	6	100	200.0

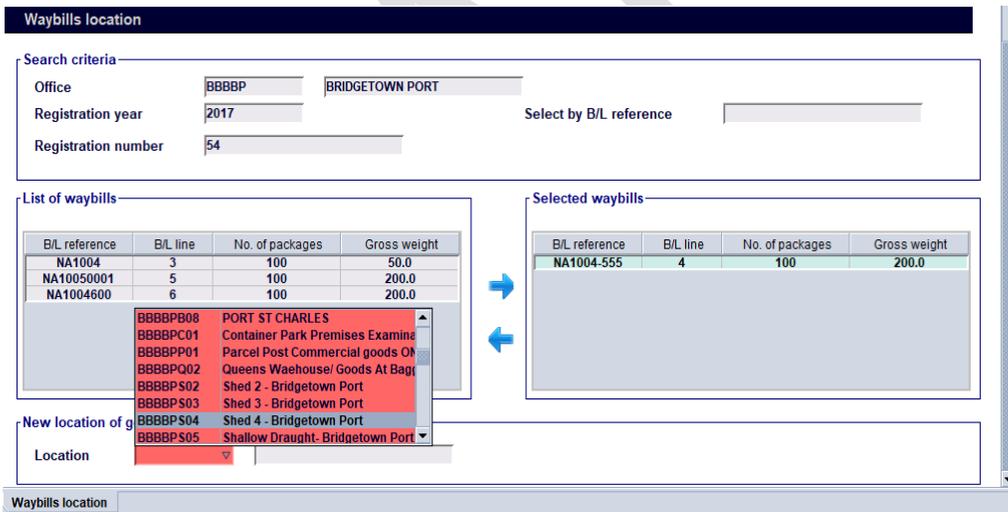
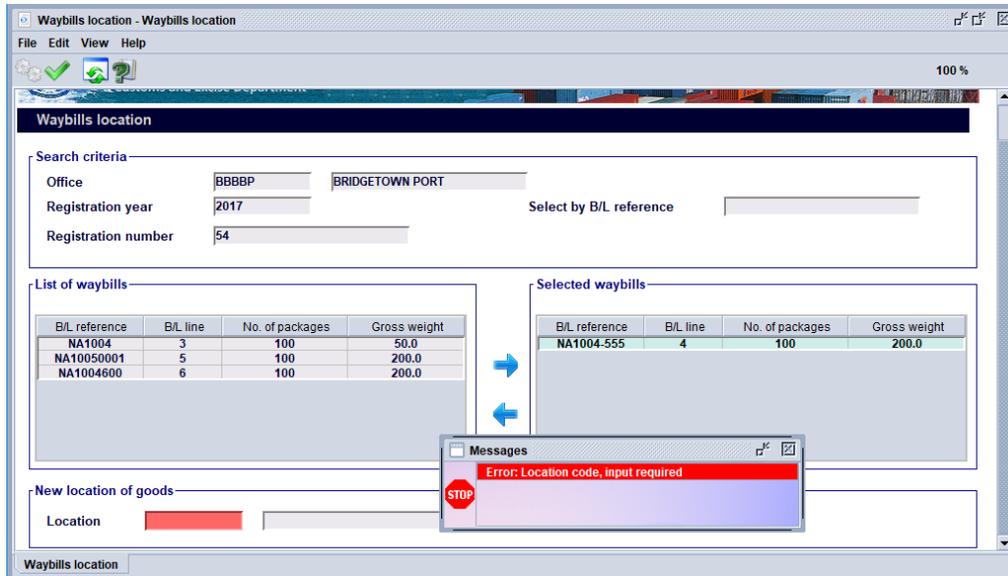
Selected waybills

B/L reference	B/L line	No. of packages	Gross weight
NA1004-555	4	100	200.0

New location of goods

Location: [] []

Waybills location



Waybills location

Search criteria

Office: BBBBP BRIDGETOWN PORT
 Registration year: 2017
 Registration number: 64
 Select by B/L reference: _____

List of waybills

B/L reference	B/L line	No. of packages	Gross weight
NA1004	3	100	50.0
NA10050001	5	100	200.0
NA1004600	6	100	200.0

→

←

Selected waybills

B/L reference	B/L line	No. of packages	Gross weight
NA1004-555	4	100	200.0

New location of goods

Location: BBBBPS02 Shed 2 - Bridgetown Port

Waybills location

Barbados Customs and Excise Department ASYCUDA

Waybills location

Search criteria

Office: BBBBP BRIDGETOWN PORT
 Registration year: 2017
 Registration number: 64
 Select by B/L reference: _____

List of waybills

B/L reference	B/L line	No. of packages	Gross weight
NA1004-445	1	100	200.0
NA1004493	2	100	200.0

→

←

Selected waybills

B/L reference	B/L line	No. of packages	Gross weight
NA1004579	3	100	200.0

New location of goods

Location: BBBBPS02 Shed 2 - Bridgetown Port

Confirmation

1 waybills selected
 Do you want to change the location?

Figure xx

Waybills location

Search criteria

Office: BBBBP BRIDGETOWN PORT
 Registration year: 2017
 Registration number: 64
 Select by B/L reference: _____

List of waybills

B/L reference	B/L line	No. of packages	Gross weight
NA1004-445	1	100	200.0
NA1004493	2	100	200.0

→

←

Selected waybills

B/L reference	B/L line	No. of packages	Gross weight
NA1004579	3	100	200.0

New location of goods

Location: BBBBPS02 Shed 2 - Bridgetown Port

Message

Waybills location was successful

ANNEX 2 Manifest Field Guide

Barbados ASYCUDA World Manifest Field Guide		
	ACTION	USE
Office code	Mandatory	The code of the Customs Office of departure or arrival
General Information		
Voyage number	Mandatory	The number given by the ship or aircraft operator allowing for the unique identification of the current
Date of departure	Mandatory	The date when the ship or aircraft started its voyage or when it leaves the place of departure
Date of arrival	Mandatory	The date when the vessel or aircraft arrives at the place of destination
Time of arrival	Optional	The time when the vessel or aircraft arrives at the place of destination
Registration number	System	The serial number given to the manifest by the system at registration
Date of registration	System	The date and time of registration of the manifest
Last discharge	Optional	The date when all the goods of the manifest have been unloaded from the vessel or aircraft
Place of departure	Mandatory	The place (LOCODE) where the vessel or aircraft begins its voyage
Place of destination	Mandatory	The final place (LOCODE) where the vessel or aircraft arrives to discharge goods
Shipping information		
Carrier's Agent	Mandatory	The identification of the agent responsible for submitting the manifest on behalf of the carrier. It is a code assigned by the Customs and Excise Department

Carrier	Optional	The name of the shipping line or the airline transporting cargo to and from Barbados
Bills	Mandatory	The count of all the waybills included on the manifest.
Packages	Mandatory	The count of all the packages included on all waybills
Containers	Mandatory	The count of all containers carrying cargo to or from Barbados. If there is no container insert "0".
Gross weight	Mandatory	The sum of weight in kg of all the cargo entering or Barbados
Transport		
Mode	Mandatory	Code identifying the mode of transportation. International Standard Codes (ISO) must be used. 1-Sea, 3- Road transport,
Identity	Optional	The name of the importing/exporting vessel or aircraft.
Nationality	Mandatory	The country code where the vessel or aircraft is
Place	Optional	registered. The port/place where the transport unit is registered.
Registration	Optional	The number of the document registering the vessel or aircraft
Date	Optional	The date when the vessel/aircraft was registered.
Master	Optional	The name of the Master/Commander of the vessel/aircraft.
Tonnage		
Gross	Optional	Net tonnage plus maximum allotted cargo weight per voyage.
Net	Optional	Carrier's base weight.
BILL OF LADING / AIRWAY BILL SEGMENT		
Office code	Mandatory	The code of the Customs Office of departure or arrival
General Information		

Voyage Number	Mandatory	The number given by the ship or aircraft operator allowing for the unique identification of the current journey
Date of Departure	Mandatory	The date when the ship or aircraft started its voyage or when it leaves the place of departure
Date of Arrival	Mandatory	The date when the vessel or aircraft arrives at the place of destination
Time of Arrival	Optional	The date when the vessel or aircraft arrives at the place of destination
Year of registration	System	The year of registration
Registration Number	System	Year and serial number given to the manifest at registration.
Waybill Number	Mandatory	A number used to uniquely identify each waybill.
Waybill Type	Mandatory	The code which identifies the type of transport document issued (e.g. '710' – for Bill of Lading, '711' – for Master Bill of Lading).
Nature	Mandatory	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).
Last Discharge	Optional	The date the vessel last discharged
Waybill Line	Mandatory	A sequential number given to each waybill by the carrier
Previous Document	Optional	The reference of the Master Bill of Lading or Airway bill when doing a housed degroupage.
Unique Cargo Reference (UCR)	Optional	This option is used to link goods arriving on different voyages but on the same B/L

Place of Loading	Mandatory	The location or port where the goods were loaded on the ship or aircraft.
Place of Unloading	Mandatory	The location or port where the goods will be discharged from the ship or aircraft.
Carrier		
Carrier	Mandatory	The name of the shipping line or the airline transporting cargo to and from Barbados
Shipping Agent	Mandatory	The identification of the agent responsible for submitting the manifest on behalf of the carrier. It is a code assigned by the Customs and Excise Department.
Exporter/Shipper		
Shipper code	Optional	The Code given by the Customs to a person/business exporting goods from Barbados
Name of Exporter (Shinner)	Mandatory	The name of the person/company sending the goods to or from Barbados
Address of Shipper	Mandatory	The address of the person sending the goods to or from Barbados. It has four fields to complete this data.
Transport		
Mode	System	The 'Mode of transport' is the means by which the goods were imported/exported into/outside the country. For example, were the goods brought into the country by air, sea or parcel post? You must use the International Standard Codes (ISO) for means of transport in this field.
Nationality	System	The country in which the vessel or aircraft is registered.
Notify		

Goods Details		Optional	The identification of the person who requires notification upon arrival of goods.
Total containers	Man		
Notify Name		Optional	The designation of the person who requires notification upon arrival of the goods.
Address of Notification Party		Optional	The address of the person who requires notification upon arrival of goods.
Consignee			
Consignee Code		Optional	The Code given by the Customs to a person/business importing goods into Barbados.
Consignee Name		Mandatory	The name of the person or firm named in a freight contract to whom goods have been shipped or turned over for care in Barbados. This field is mandatory only when the consignee code is left empty.
Address of Consignee		Mandatory	The address of the consignee in Barbados. This field is mandatory only when the consignee code field is left
Remaining gross weight	System		Weight of remaining packages.
Volume(CBM)	Mandatory		The cubic measurement of the cargo.
Description of goods	Mandatory		The 'description of goods' is the narrative that portrays the type of goods being transported. The description must be explicit. It must not include terms such as STC (Said to Contain), clothing, demonstration samples, tiles, foodstuff etc. Acceptable terms would be men's leather shoes, ceramic tiles, women's pants of cotton, rice in
1. Location code 2. Sub-location code	Optional		1. This is used by the Port to identify the exact place in the Port or shed where the goods can be found. 2. A more precise location inside the transit shed

Declared Values and Seals Details		
P/C Ind	Mandatory	Freight prepaid /collect indicator
1. Freight Amount 2. Currency Code	Optional	1. The amount to be collected from the consignee of the shipment before delivery. 2. The currency code for the amount that is to be
1. Customs Value 2. Currency Code	Optional	1. The value of the goods declared to Customs. 2. The actual currency code in which the
1. Transport Value 2. Currency Code	Mandatory	1. The overall cost of the freight. 2. The actual currency in which the overall cost of
1. Insurance Value 2. Currency Code	Optional	1. The cost of insurance 2. The actual currency in which payment for insurance
Number of seals	Optional	The count of the seal affixed
Marks of seal 1 and 2	Optional	The markings that identifies the seals placed on the packages
Sealing Party	Optional	The code used to identify who sealed the packages
Additional information	Optional	Any other relevant information which the carrier or agent deems necessary.
Onward transport		
Transit	Prohibited	Automatically filled when waybill is written off by a transit operation
Transshipment	Prohibited	Automatically filled when waybill is written off by a transshipment
Carrier	Prohibited	Name of the carrier involved in the transit

CONTAINER SEGMENT

Container number	Mandatory	The ISO Alpha-codes for identification of a container. It comprises an Owner/operator code of four (4) letters, a serial number of six (6) numerals, and one last check digit, (e.g. BICU1234565). It complies with the ISO 6346 standard.
Nbr. Of pkg	Mandatory	Number of packages
Type of Container	Mandatory	The size and type codes in accordance with DIN ISO 6346. The first digit indicates the length of the container. The second digit indicates height and whether or not gooseneck tunnel is present. The fourth digit indicates the container type and the fifth digit indicates special features.
Empty/Full indicator	Mandatory	Describes how much space is occupied by goods inside the container.
Seal numbers	Optional	The seal numbers on the seals attached to a locked container.
Seal number (Marks) 1, 2 and 3	Optional	Represents the reference of an affixed seal
Sealing Party	Optional	The code used to identify who sealed the container.
Empty weight	Optional	Empty weight of the container
Goods weight	Optional	Gross weight in Kg of goods
Min Temp. (CE)	Optional	Minimum temperature for container. Mandatory for
Max Temp. (CE)	Optional	Maximum temperature for container. Mandatory for
Humidity	Optional	Humidity level for reefer containers
Dan. Goods code	Optional	Dangerous goods code (UNDG)
Description of Goods	Optional	Description of goods.

SPLIT

Nbr. of Pkgs	Optional	Number of packages
Package code	Optional	Package code
Gross weight	Optional	Gross weight of goods
Container number	Optional	Container number
Marks & Nb.	Optional	Marks for easy recognition of goods
Goods description	Optional	Description of goods.

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