Barbados
Customs & Excise Department

ASYCUDA world

INTRODUCTION MANUAL

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 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 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 requests a password change due to a forgotten or compromised password.

Welcome to ASYCUDA WORLD!

2. ACCESS TO THE SYSTEM

Access to Barbados ASYCUDA World is through the following URL:
http://asycuda.customs.gov.bb

Access to ASYCUDA World is to be granted through an application process which entails submitting an application form with a passport size photograph. After application, users are issued with a Username and Password.

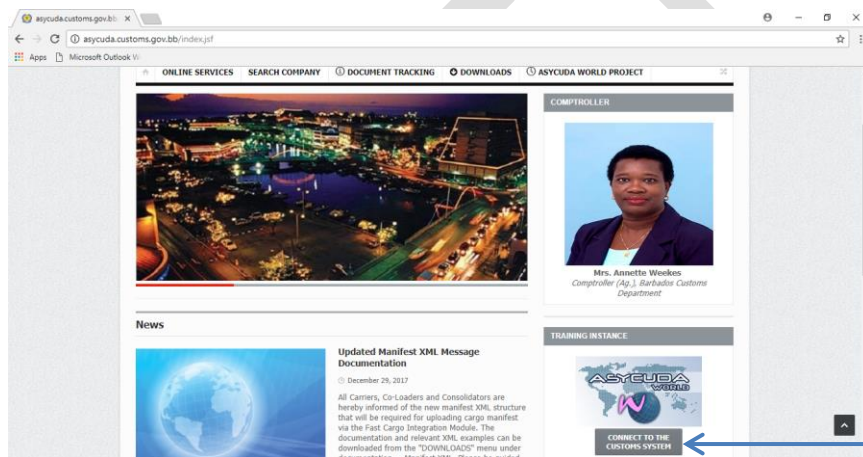Click on the ASYCUDA World logo on the web page as shown in Figure 1.

Figure 1: URL web page

Click on the Connect to the Customs System

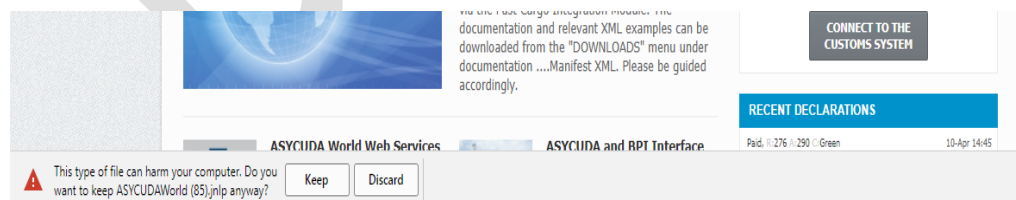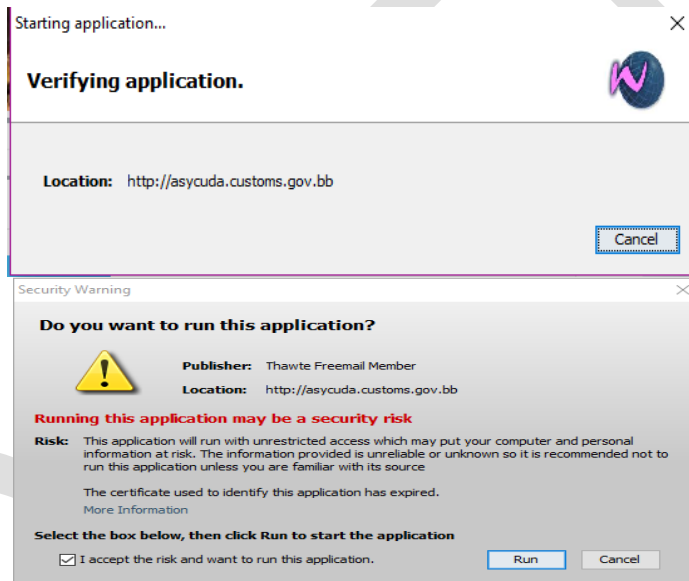This system then displays a warning as shown in Figure 2, it is necessary to click "KEEP" to continue.

Figure 2: Warning message

Click
ASYCUDAWorld
Tab

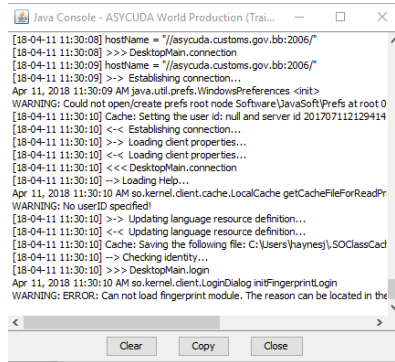**Figure 3: Downloaded file**

The downloaded file must be opened by clicking on the tab shown in Figure 3. The following two boxes shown in Figure 4 are displayed.

Figure 4: Accessing ASYCUDA World

Click on **"I accept the risk and want to run this application".**

The **"Java Console"** shown in Figure 5 and **"login"** interface shown in Figure 6 will be displayed.

Figure 5: Java Console

The Java Console consists of launching, logging and performance functions of the ASYCUDA World application. Where login issues develop, the console contents should be e-mailed to the ASYCUDA World technical team to assist with solving the problems.

Figure 6: Login interface

Insert the relevant login name and password into the login interface shown in Figure 6 and click on the ✔ icon to enter the ASYCUDA World system.