Barbados
Customs & Excise Department

NON-COMMERCIAL ITEMS

USER MANUAL

Prepared by

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Contents

USER MANUAL FOR NON-COMMERCIAL ITEMS

NC4 SAD

The NC4 SAD is a simplified document to be used for the collection of duties for non-commercial imported goods.

ACCESSING THE SAD

The following path is used to access the document:

ASYCUDA>>>**Goods Clearance**>>>**Declaration**>>>**Detailed Declaration.**

Right click on Detailed Declaration and select "**New**" as shown in Figure 1.
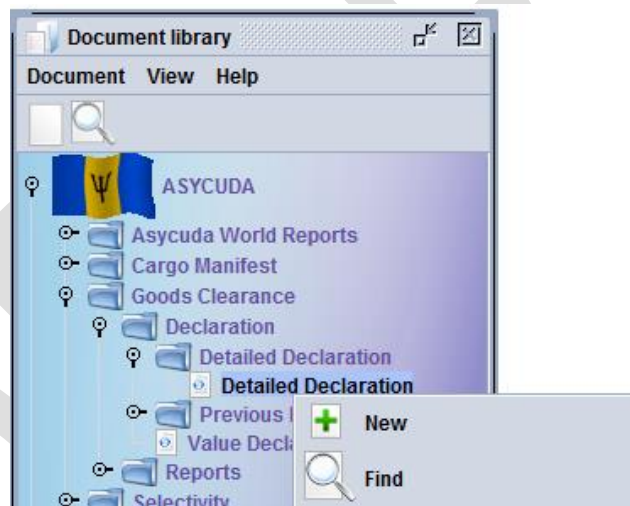

Figure 1: Accessing the NC4

A new SAD is displayed as shown in Figure 2.

CREATING THE NC4

The importer is required to present the Officer with a Simplified Declaration Form, from which the manifest and waybill numbers will be obtained.

Select the **Office Code: BBBBP / BBBGI** from the drop down box as shown in Figure 2.

BBBBP represents passengers in the Bridgetown Port and BBBGI those at the airport.

Figure 2: New Simplified SAD

Insert the Manifest number using the format year and number. **Example: 2018 120**

Insert Importer/Consignee Name and Address in Box 8.

Insert the corresponding Waybill number in Box 40 as shown in Figure 3.

Click on the ![SAD icon] tool on the menu bar.
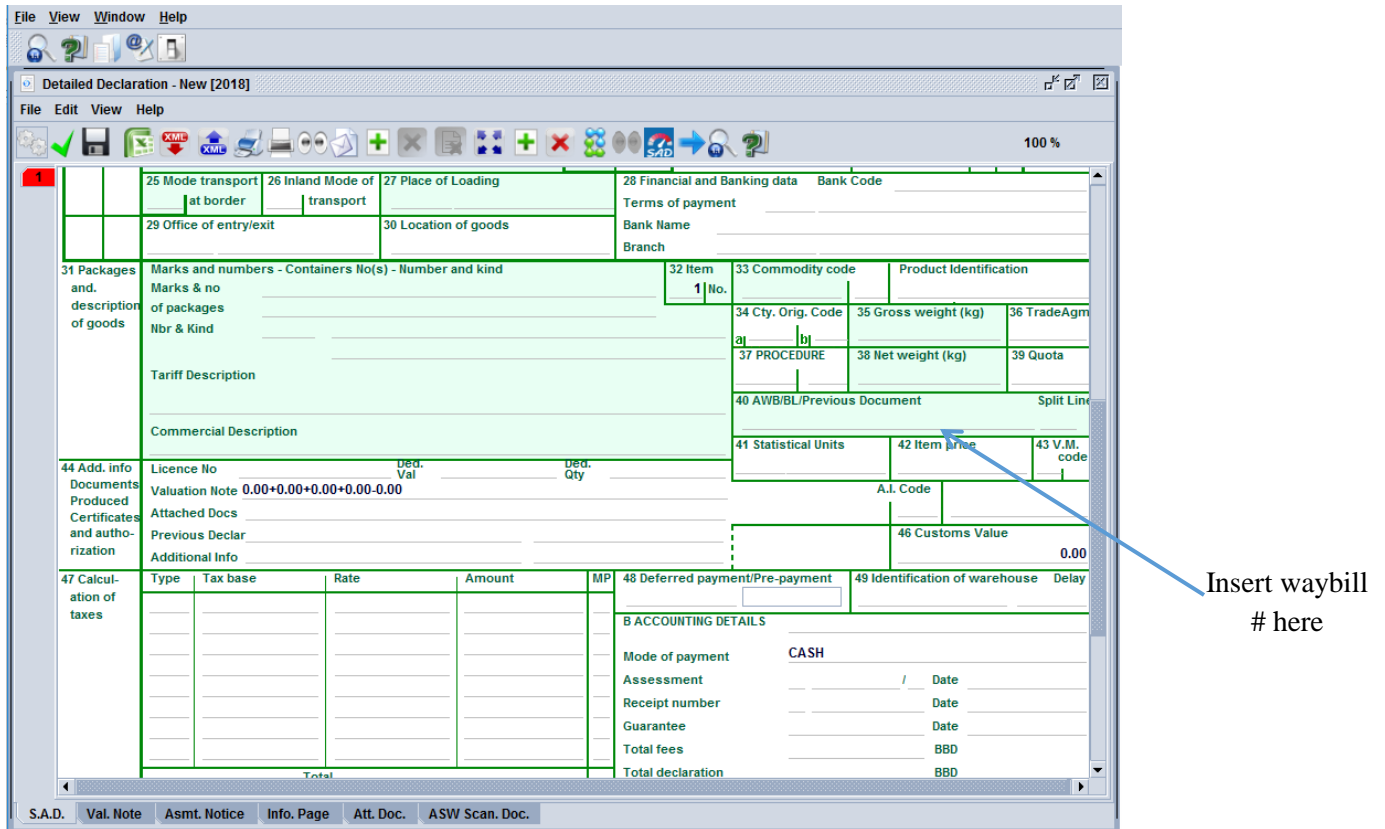
Figure 3: Inserting waybill number

The system will display the prompt as shown in Figure 4 **"Do you want to generate items page?"**

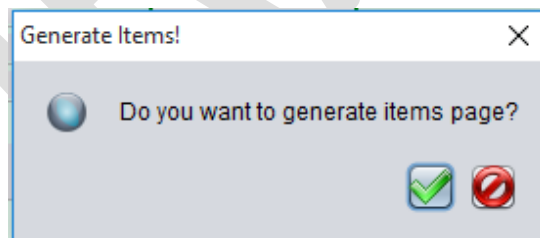**Figure 4: System prompt to generate items pages**

Number of items –   insert the number of items based on a tariff number. i.e. the number of items relate to the various categories of items to be classified. Dialogue box shown in Figure 5.
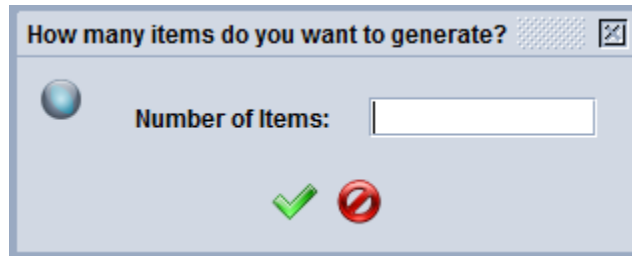

Figure 5: Details of items to be classified.

Select the   ✓   option to continue.

The dialog box in Figure 6 is then displayed by the system.

Figure 6: Item dialog box

Select the ✔ option.

The number of dialog boxes presented by the system is determined according to the number of items stated in Figure 5. These number of items determine the number of lines in the SAD.

Complete the box using Figure 7 as an example:

Description: Select appropriate description from the list provided (if the desired description is absent the user may change it before assessing the SAD)

Tariff: The system automatically completes this field based on the description selected; however, the user may insert the appropriate tariff number when required.

Item Value: Insert the item's cost in BDS$.

Supplementary Unit: Insert the supplementary quantity of the item.

Wgt(KG):	Insert the item's weight in kilograms.
Extended Procedure Code:	Chosen from the drop down box.

Figure 7: Completed item dialog box

VERIFYING THE SAD

Click on the [icon] icon to verify the document. The following alert shown in Figure 8 will be displayed if there are no errors.
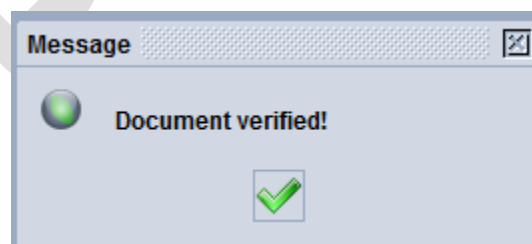

Figure 8: Document verify dialog box

Where errors are detected, the system will display an error list as shown below in Figure 9.
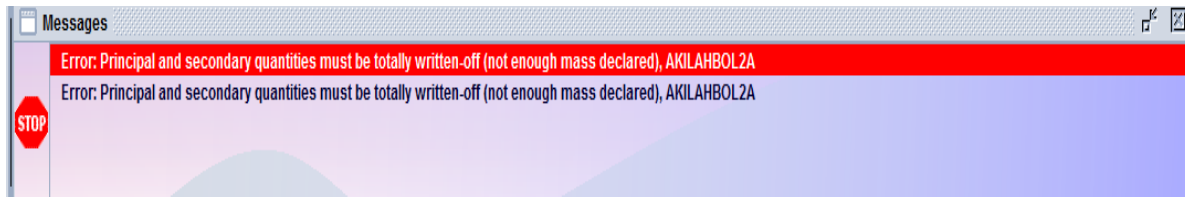

Figure 9: System error list

Double click each error line and the appropriate field containing the error will be indicated. The system will not display the "**verified**" message until all errors are corrected.

ASSESSMENT AND PAYMENT

Select the ✓ to complete verification. Select Validate and Assess ✓ to continue. The system will display a message prompt **"Do you really want to assess this declaration**?" as shown in Figure 10.
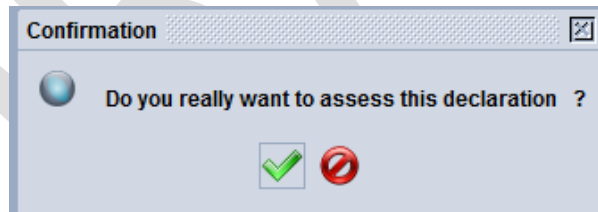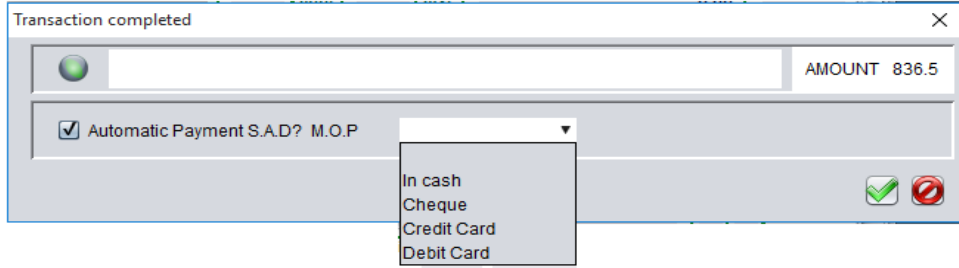

Figure 10: Assessment request

Select ✓ to confirm and continue. If Automatic Payment is configured in ASYCUDA, a "**Transaction completed**" notice will be displayed.

Select the "**Automatic Payment SAD**" box and click the drop down arrow to display the forms of payment available as shown in Figure 11.
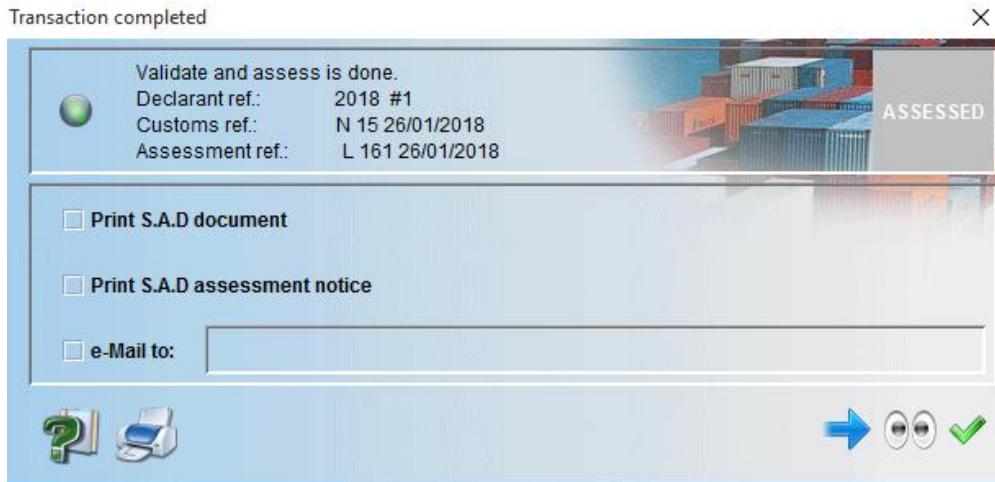
Figure 11: Forms of payments method

The amount tendered is entered in the field provided and ✓ chosen.as shown in Figure 12.
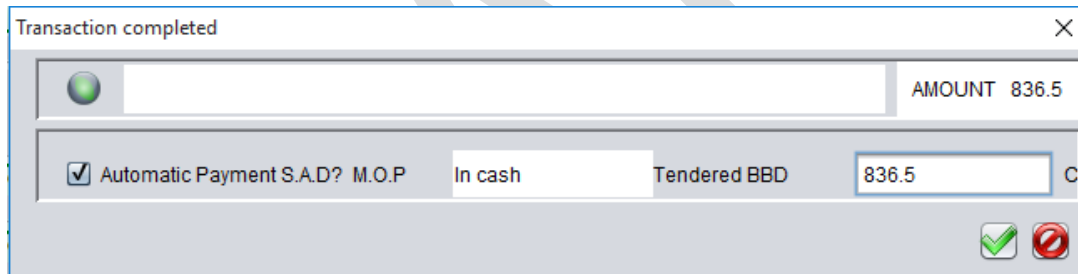

Figure 12: Payment of SAD

PRINTING AND RECEIPT

Click the ✓ and the system will display the message "Transaction completed" as shown in Figure 13.

Figure 13: Transaction completion box

The dialog box will provide various print options to print the SAD or Assessment Notice and an option to email the print out. If automatic payment was chosen a choice to print the receipt would be displayed as shown in Figure 14 below.
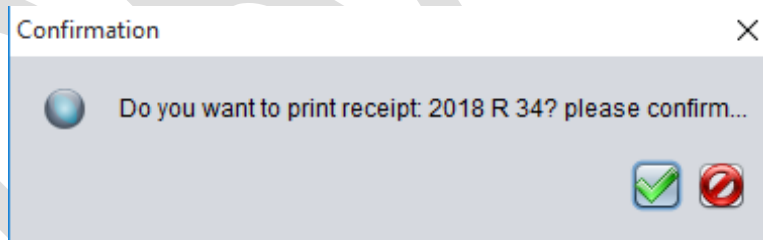
Figure 14: Transaction confirmation box.

RELEASE ORDER

After the payment process is completed the system prompts for the release of the cargo that has been processed. The dialogue box shown in Figure 15 is then displayed.
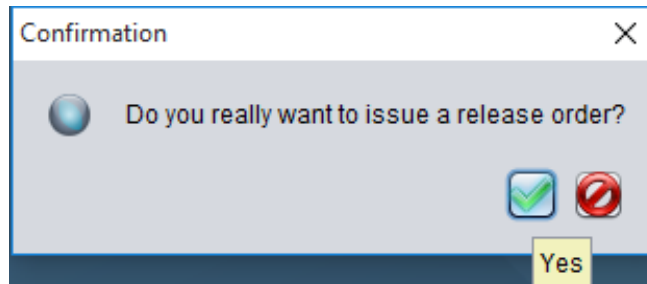

Figure 15: Release Order confirmation

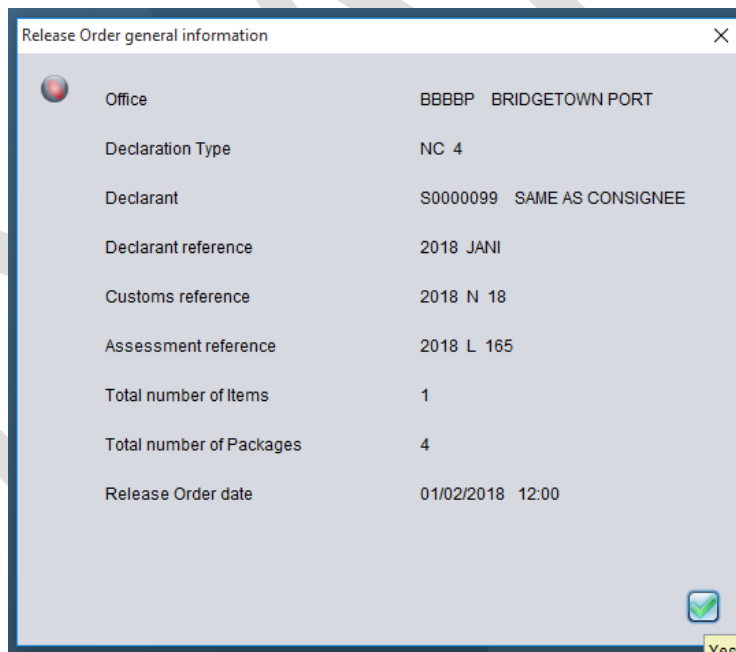The system then displays the confirmation of the Release Order as shown below in Figure 16.

Figure 16: Release Order general information.