



Barbados Customs & Excise Department



PARTICIPATING GOVERNMENT AGENCIES MANUAL

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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.

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 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!

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 icon as shown on the web page in Figure 1.

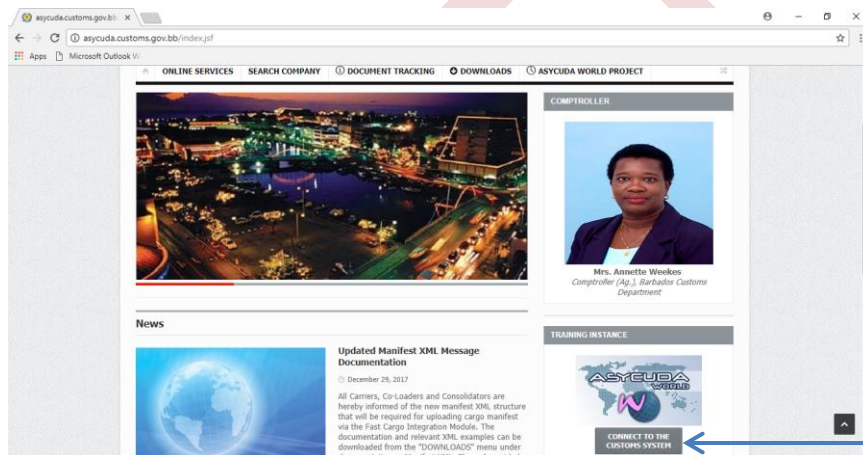


Figure 1: URL web page

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



Figure 3: Downloaded file

The 'jnlp' (java network launching protocol) file is then downloaded which must be opened by clicking on the tab shown above in Figure 3. The following two boxes are displayed in Figure 4 are then displayed.

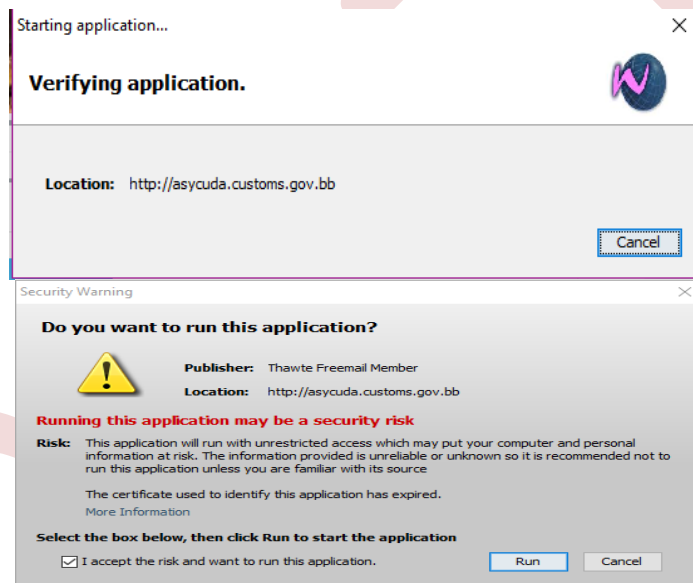


Figure 4: Accessing ASYCUDA World

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.

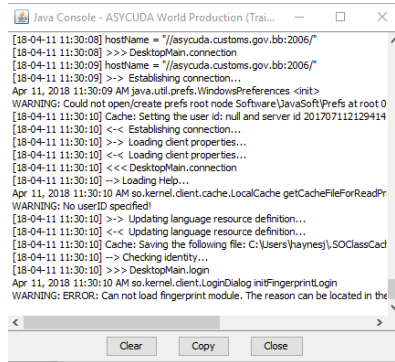


Figure 5: Java Console

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.

LOGGING INTO THE SYSTEM


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. The following screen shown in Figure 7 is displayed indicating that the system has been accessed.



Figure 6: Login interface

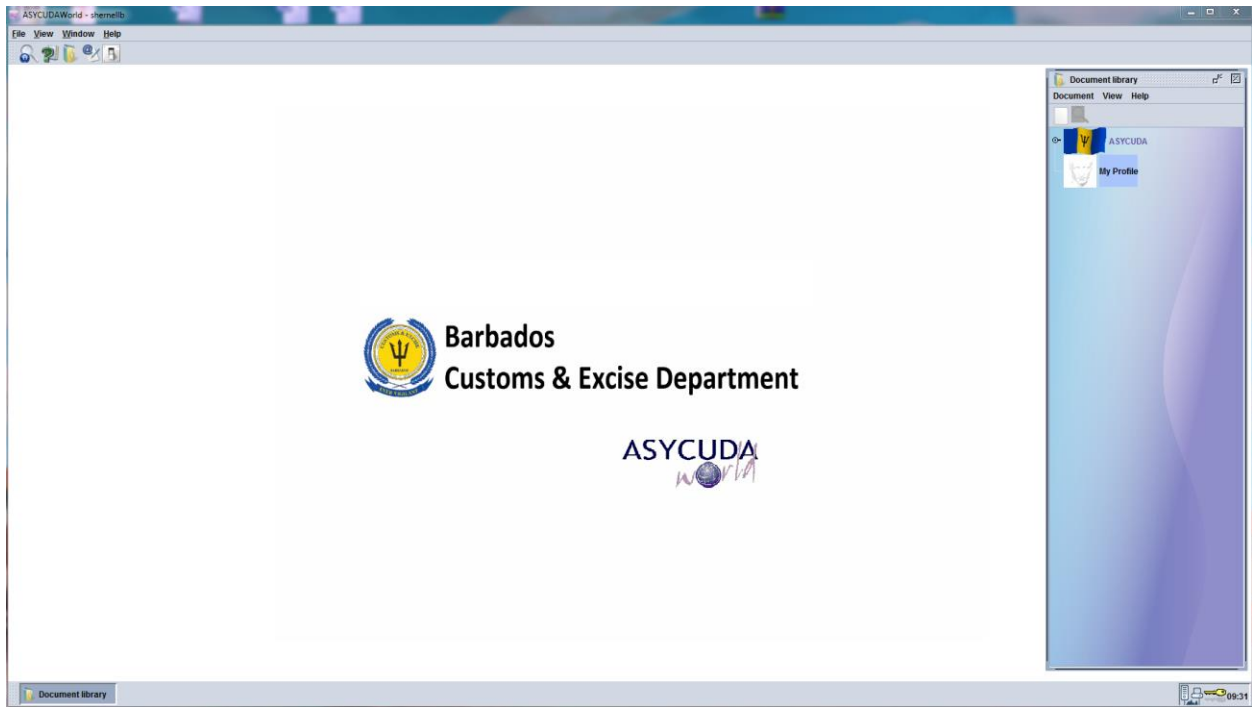


Figure 7: Access page to ASYCUDA World

RETRIEVING A DOCUMENT

To retrieve documents that require intervention from your agency, the following path is taken:

ASYCUDA → Selectivity → Administrations Selectivity right click on Administrations Selectivity and select find as shown in Figure 8.

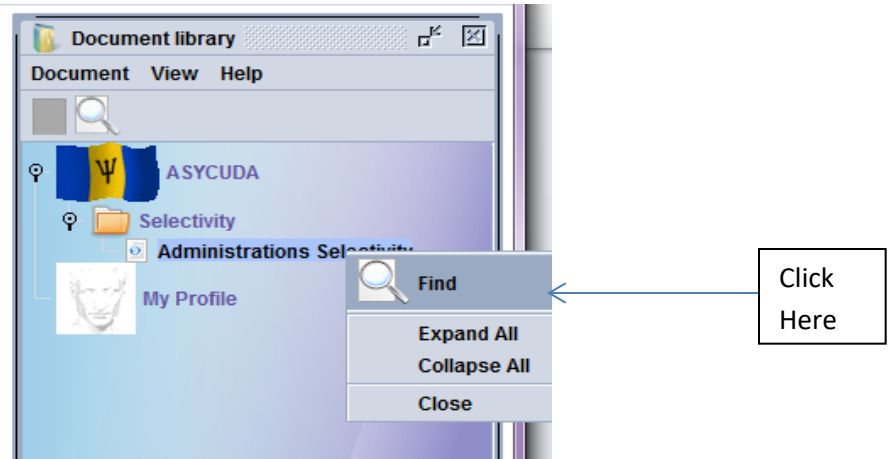


Figure 8: Finding Documents

The Administration Selectivity Finder will appear as shown below in Figure 9:

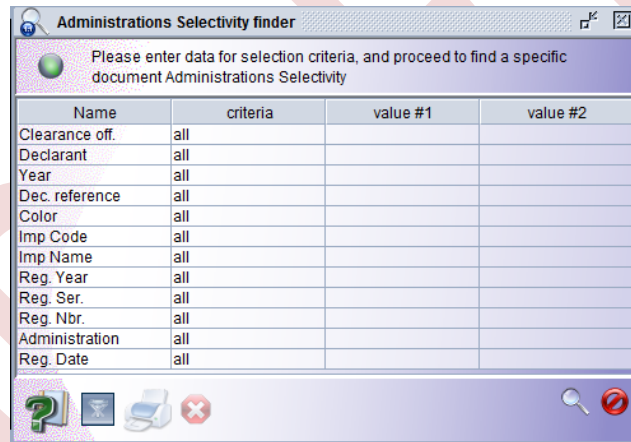


Figure9: DocumentFinder

Enter the relevant information based on the available fields and click on the search button. Figure 10 shows an example of a completed search criteria and Figure 11 shows the result of the search criteria.

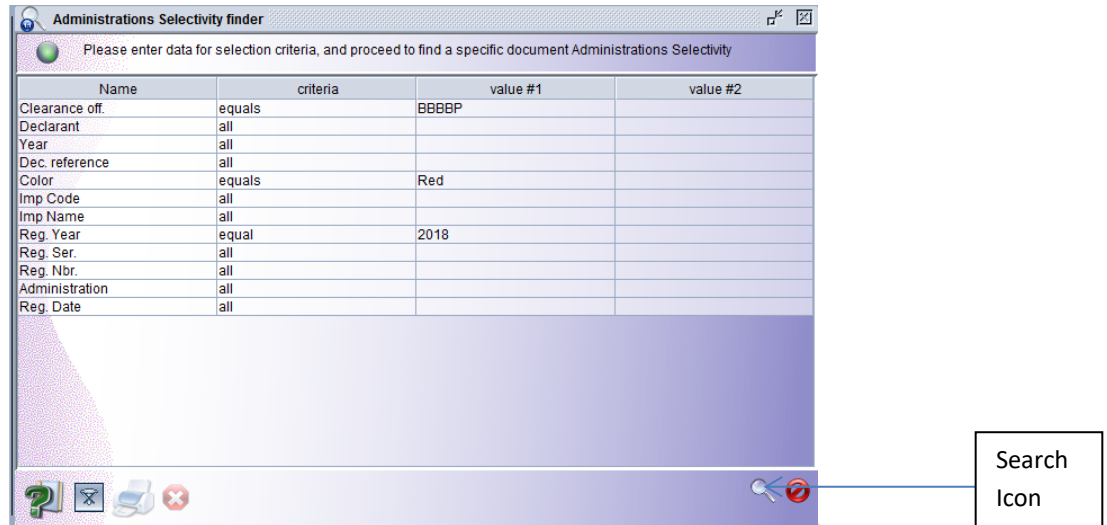


Figure 10: Search Criteria

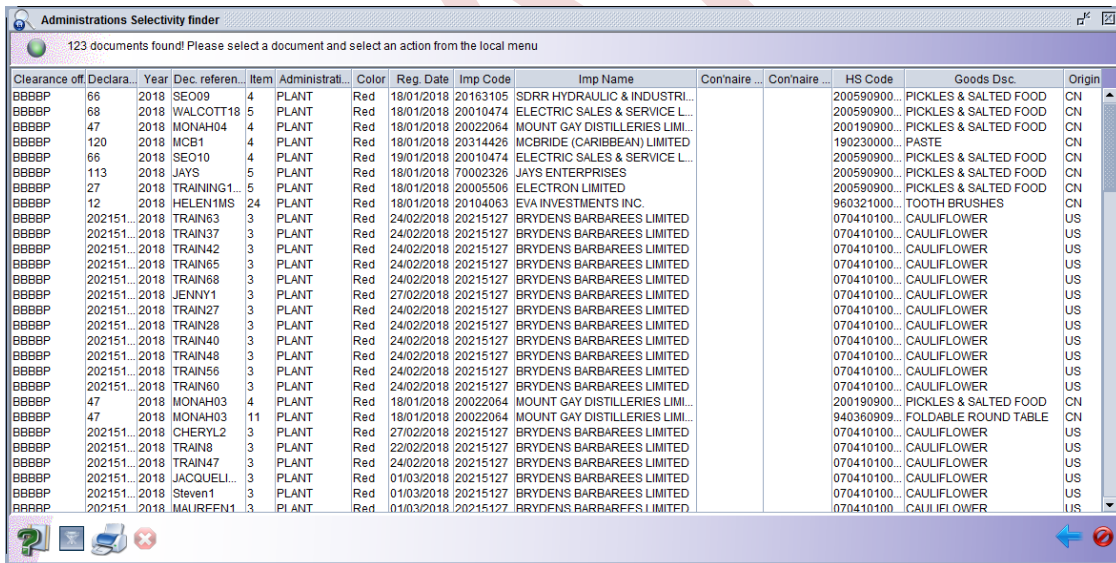


Figure 1: Results of search

NB: THE RESULTS RETURNED WILL BE AGENCY SPECIFIC

Right click on the required document of interest and a list of available actions will be presented as shown in Figure 12. Select the desired option.

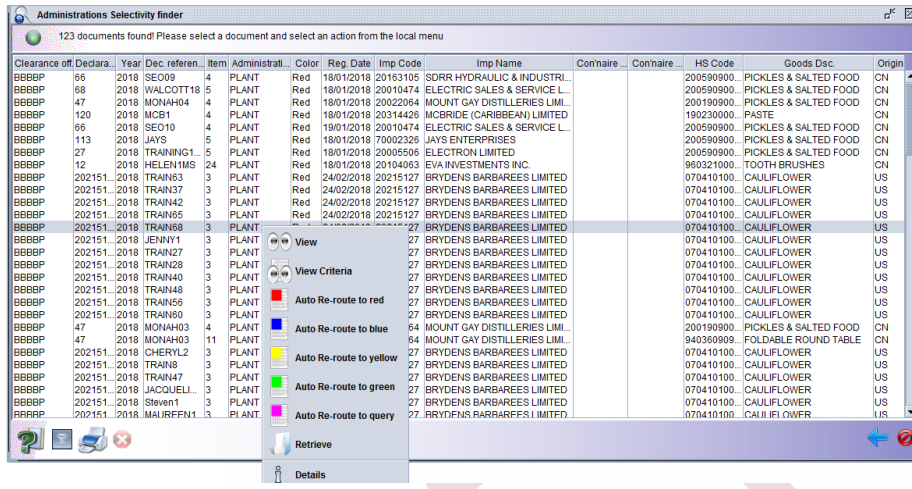



Figure12: Available actions for documents

The “View Criteria” gives the user information relating to the reason the particular item was selected for intervention by the agency.



Figure13: View Criteria Option

The “View” option, which is shown in Figure 14, will show the item details and selecting the  icon on the will retrieve the entry that relates to the specific item.

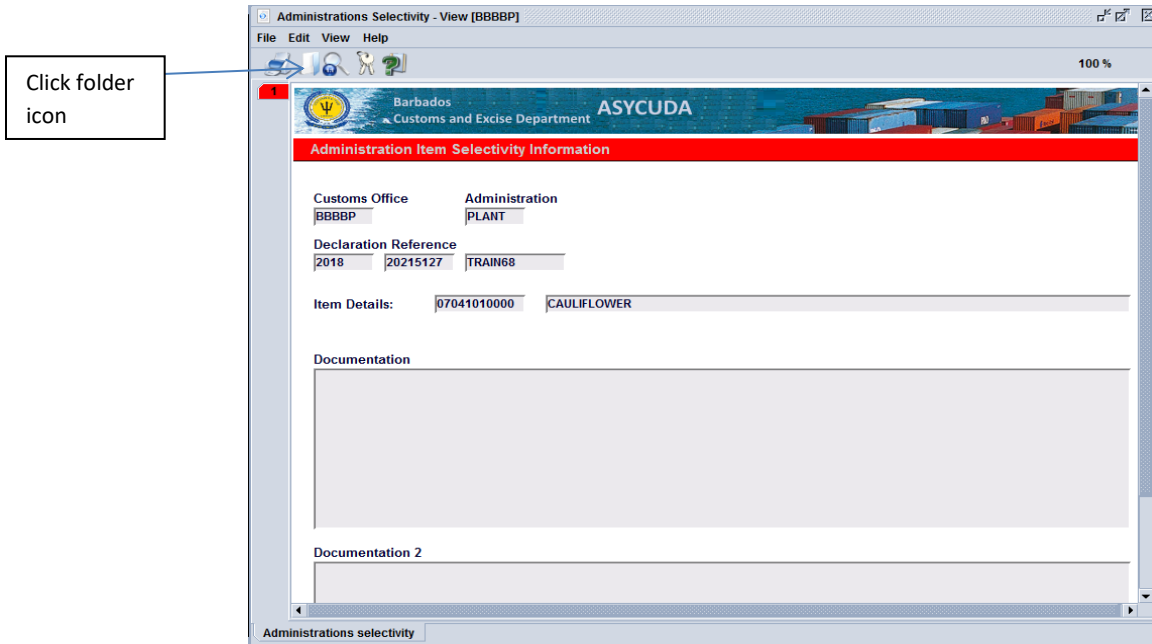


Figure14: View Criteria

The “auto reroute” options as shown in Figure12, will automatically reroute the document to the respective colour, without having to open and view the Criteria or the particular item.

Selecting the Retrieve Option (as shown in Figure 12) will return a form below in Figure 15.

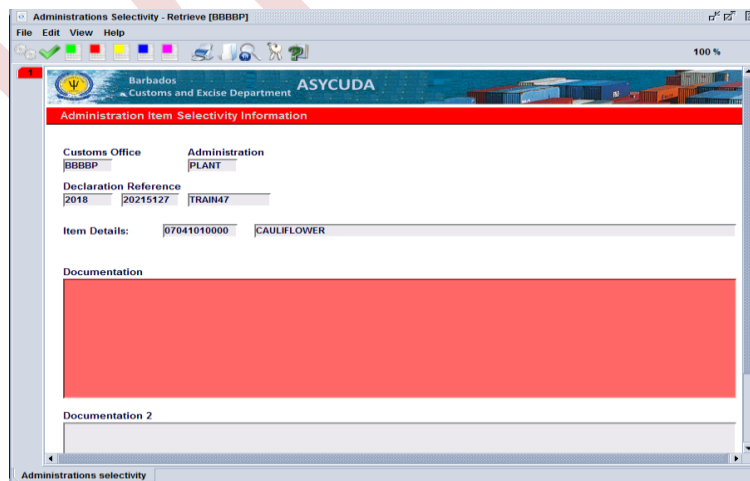


Figure15: Retrieve Option

The Fields labeled “Documentation” and “Documentation 2” allows the user to enter any findings from the examination of documents or goods or comments specific to the item.

Select the desired action for the document by clicking on the relevant coloured paper icon on the icons bar.



Reroutes the Document to Green (No further Intervention Required)



Reroutes the Document to Red (Physical Examination Required)



Reroutes the Document to Yellow (Documentary Check)



Reroutes the Document to blue (Post audit Check)



Reroutes the Document to Query (Further Intervention Required by the Broker)

When completed select the Update button to save the changes made to the document as shown in Figure 16.



Figure 16: Updating the document

Only when the **Blue** and **Green** options are selected will Customs be able to release the items from the systems for the collection by the customer.

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