

Barbados Customs & Excise Department



PARTICIPATING GOVERNMENT

AGENCIES

MANUAL

Prepared by

ASYCUDA World Project Unit

Contents

INTRODUCTION	3
ACCESS TO THE SYSTEM	4
LOGGING INTO THE SYSTEM	6
RETRIEVING A DOCUMENT	7

2 | Page

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.

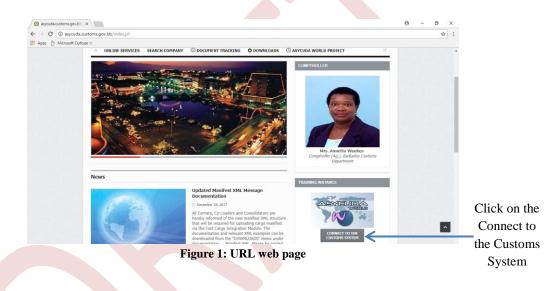
Welcome to ASYCUDA WORLD!

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.



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

		documentation and relevant XML examples can be downloaded from the "DOWNLCADS" menu under documentationAnnifest XML. Please be guided accordingly.	CONNECT TO THE CUSTOMS SYSTEM	
			RECENT DECLARATIONS	
	ASYCUDA World Web Services	ASYCUDA and BPT Interface	Paid, R:276 A:290 C:Green	10-Apr 14:45
A This type of file can harm yo want to keep ASYCUDAWor	bur computer. Do you Id (85).jnlp anyway? Discard			

Figure 2: Warning message

			via the Fast Cargo Integration Module. The documentation and relevant XML examples can be downloaded from the "DOUWILDADS" menu under documentationManifest XML. Please be guided accordingly.	CONNECT TO THE CUSTOMS SYSTEM	
		ASYCUDA World Web Services	ASYCIIDA and BPI Interface	RECENT DECLARATIONS	
Click	ASYCUDAWorld (85).jnlp	ASYCUDA World Web Services	ASYCIDA and BPI Interface	Daid 3-777 - 877 - Graan	06-4nr 11-01
ASYCUDAWorld		Fig	gure 3: Downloaded file	e	
Tab			-		

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.

	>
Verifying application.	N
Location: http://asycuda.customs.gov.bb	
	Cancel
Security Warning	>
Do you want to run this application?	
\wedge	
Publisher: Thawte Freemail Member Location: http://asycuda.customs.gov.bb	
Location: http://asycuda.customs.gov.bb	

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.



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.

Lo	gin name	 	
] 🥯		
1			

Figure 6: Login interface

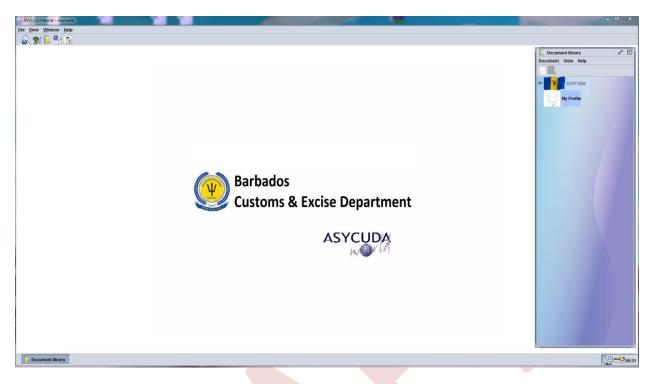


Figure 7: Access page to ASYCUDA World

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.

Document View Help P Y Asycuba P Selectivity Administrations Selectivity My Profile	🚺 Document library		
P Selectivity Administrations Selectivity Click	Document View Help		
P Selectivity Administrations Selectivity Click			
My Profile Click			
Horo			
Expand All		Expand All	Here
Collapse All		Collapse All	
Close		Close	

Figure 8: Finding Documents

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

Clearance off.		value #2
	all	
Declarant	all	
Year	all	
Dec. reference	all	
Color	all	
mp Code	all	
mp Name	all	
Reg. Year	all	
Reg. Ser.	all	
Reg. Nbr.	all	
Administration	all	
Reg. Date	all	

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

Name	criteria	value #1	value #2
Clearance off.	equals	BBBBP	
Declarant	all		
Year	all		
Dec. reference	all		
Color	equals	Red	
Imp Code	all		
Imp Name	all		
Reg. Year	equal	2018	
Reg. Ser.	all		
Reg. Nbr.	all		
Administration	all		
Reg. Date	all		
🦻 🛛 🌏 🔇			

Figure 10: Search Criteria

123 documents found! Please select a document and select an action from the local menu														
Clearance of	f. Declara.	Year	Dec. referen	. Item	Administrati	Color	Reg. Date	Imp Code	Imp Name	Con'naire	Con'naire	HS Code	Goods Dsc.	Origi
BBBBP	66	2018	SEO09	4	PLANT	Red	18/01/2018	20163105	SDRR HYDRAULIC & INDUSTRI			200590900	PICKLES & SALTED FOOD	CN
BBBP	68	2018	WALCOTT18	5	PLANT	Red	18/01/2018	20010474	ELECTRIC SALES & SERVICE L			200590900	PICKLES & SALTED FOOD	CN
BBBP	47	2018	MONAH04	4	PLANT	Red	18/01/2018	20022064	MOUNT GAY DISTILLERIES LIMI			200190900	PICKLES & SALTED FOOD	CN
BBBBP	120	2018	MCB1	4	PLANT	Red	18/01/2018	20314426	MCBRIDE (CARIBBEAN) LIMITED			190230000	PASTE	CN
BBBBP	66	2018	SEO10	4	PLANT	Red	19/01/2018	20010474	ELECTRIC SALES & SERVICE L			200590900	PICKLES & SALTED FOOD	CN
BBBBP	113	2018	JAYS	5	PLANT	Red	18/01/2018	70002326	JAYS ENTERPRISES			200590900	PICKLES & SALTED FOOD	CN
BBBP	27	2018	TRAINING1	5	PLANT	Red	18/01/2018	20005506	ELECTRON LIMITED			200590900	PICKLES & SALTED FOOD	CN
BBBP	12	2018	HELEN1MS	24	PLANT	Red	18/01/2018	20104063	EVA INVESTMENTS INC.			960321000	TOOTH BRUSHES	CN
BBBBP	202151	2018	TRAIN63	3	PLANT	Red	24/02/2018	20215127	BRYDENS BARBAREES LIMITED			070410100	CAULIFLOWER	US
BBBP	202151.	2018	TRAIN37	3	PLANT	Red	24/02/2018	20215127	BRYDENS BARBAREES LIMITED			070410100	CAULIFLOWER	US
BBBBP	202151.	2018	TRAIN42	3	PLANT	Red	24/02/2018	20215127	BRYDENS BARBAREES LIMITED			070410100	CAULIFLOWER	US
BBBP	202151	2018	TRAIN65	3	PLANT	Red	24/02/2018	20215127	BRYDENS BARBAREES LIMITED			070410100	CAULIFLOWER	US
BBBP	202151	2018	TRAIN68	3	PLANT	Red	24/02/2018	20215127	BRYDENS BARBAREES LIMITED			070410100	CAULIFLOWER	US
BBBP	202151	2018	JENNY1	3	PLANT	Red			BRYDENS BARBAREES LIMITED			070410100	CAULIELOWER	US
BBBP	202151	2018	TRAIN27	3	PLANT	Red	24/02/2018	20215127	BRYDENS BARBAREES LIMITED			070410100	CAULIFLOWER	US
BBBBP	202151	2018	TRAIN28		PLANT	Red	24/02/2018	20215127	BRYDENS BARBAREES LIMITED			070410100	CAULIFLOWER	US
BBBP	202151	2018	TRAIN40		PLANT	Red	24/02/2018	20215127	BRYDENS BARBAREES LIMITED			070410100	CAULIFLOWER	US
BBBP			TRAIN48		PLANT	Red	24/02/2018	20215127	BRYDENS BARBAREES LIMITED			070410100	CAULIFLOWER	US
BBBP			TRAIN56		PLANT		24/02/2018		BRYDENS BARBAREES LIMITED			070410100		US
BBBBP			TRAIN60		PLANT		24/02/2018		BRYDENS BARBAREES LIMITED			070410100	CAULIFLOWER	US
BBBBP	47	2018	MONAH03	4	PLANT	Red			MOUNT GAY DISTILLERIES LIMI			200190900	PICKLES & SALTED FOOD	CN
BBBBP	47				PLANT	Red			MOUNT GAY DISTILLERIES LIMI				FOLDABLE ROUND TABLE	CN
BBBBP	202151.			3	PLANT	Red	27/02/2018		BRYDENS BARBAREES LIMITED			070410100	CAULIFLOWER	US
BBBBP	202151				PLANT	Red	22/02/2018		BRYDENS BARBAREES LIMITED			070410100	CAULIFLOWER	US
BBBBP			TRAIN47		PLANT	Red	24/02/2018		BRYDENS BARBAREES LIMITED			070410100		US
BBBBP			JACQUELI	3	PLANT	Red	01/03/2018		BRYDENS BARBAREES LIMITED			070410100		US
BBBBP	202151.			3	PLANT	Red	01/03/2018		BRYDENS BARBAREES LIMITED				CAULIFLOWER	US
BBBBP				3	PLANT	Red			BRYDENS BARBAREES LIMITED				CAULIELOWER	US

Figure11: 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.

Clearance o	off. Declara.	Year	Dec. referen	. Item	Administrat	Color	Reg. Date	Imp Code	Imp Name	Con'naire	Con'naire	HS Code	Goods Dsc.	Orig
BBBBP	66	2018	SEO09	4	PLANT	Red	18/01/2018	20163105	SDRR HYDRAULIC & INDUSTRI			200590900	PICKLES & SALTED FOOD	CN
BBBBP	68	2018	WALCOTT18	5	PLANT	Red	18/01/2018	20010474	ELECTRIC SALES & SERVICE L			200590900	PICKLES & SALTED FOOD	CN
BBBP	47	2018	MONAH04	4	PLANT	Red	18/01/2018	20022064	MOUNT GAY DISTILLERIES LIMI			200190900	PICKLES & SALTED FOOD	CN
BBBBP	120	2018	MCB1	4	PLANT	Red	18/01/2018	20314426	MCBRIDE (CARIBBEAN) LIMITED			190230000	PASTE	CN
BBBP	66	2018	SEO10	4	PLANT	Red	19/01/2018	20010474	ELECTRIC SALES & SERVICE L			200590900	PICKLES & SALTED FOOD	CN
BBBP	113	2018	JAYS	5	PLANT	Red	18/01/2018	70002326	JAYS ENTERPRISES			200590900	PICKLES & SALTED FOOD	CN
BBBBP	27	2018	TRAINING1	5	PLANT	Red	18/01/2018	20005506	ELECTRON LIMITED			200590900	PICKLES & SALTED FOOD	CN
BBBBP	12	2018	HELEN1MS	24	PLANT	Red	18/01/2018	20104063	EVA INVESTMENTS INC.			960321000	TOOTH BRUSHES	CN
BBBBP	202151.	2018	TRAIN63	3	PLANT	Red	24/02/2018	20215127	BRYDENS BARBAREES LIMITED			070410100	CAULIFLOWER	US
BBBBP	202151.	2018	TRAIN37	3	PLANT	Red	24/02/2018	20215127	BRYDENS BARBAREES LIMITED			070410100	CAULIFLOWER	US
BBBBP	202151.	2018	TRAIN42	3	PLANT	Red	24/02/2018	20215127	BRYDENS BARBAREES LIMITED			070410100	CAULIFLOWER	US
BBBBP	202151.	2018	TRAIN65	3	PLANT	Red	24/02/2018	20215127	BRYDENS BARBAREES LIMITED			070410100	CAULIFLOWER	US
BBBP	202151.	2018	TRAIN68	3	PLANT		A 110 A 100 A 40	222 127	BRYDENS BARBAREES LIMITED			070410100	CAULIFLOWER	US
BBBBP	202151.	2018	JENNY1	3	PLANT	🖲 View		27	BRYDENS BARBAREES LIMITED			070410100	CAULIFLOWER	US
BBBBP	202151.	2018	TRAIN27	3	PLANT			27	BRYDENS BARBAREES LIMITED			070410100	. CAULIFLOWER	US
BBBBP	202151.	2018	TRAIN28	3	PLANT		o	27	BRYDENS BARBAREES LIMITED			070410100	CAULIFLOWER	US
BBBBP	202151.	2018	TRAIN40	3	PLANT .	view	Criteria	27	BRYDENS BARBAREES LIMITED			070410100	. CAULIFLOWER	US
BBBBP	202151.	2018	TRAIN48	3	PLANT			27	BRYDENS BARBAREES LIMITED			070410100	CAULIFLOWER	US
BBBBP	202151.	2018	TRAIN56	3	PLANT	Auto	Re-route to r	ed 27	BRYDENS BARBAREES LIMITED			070410100	CAULIFLOWER	US
BBBBP	202151.	2018	TRAIN60	3	PLANT			27	BRYDENS BARBAREES LIMITED			070410100	CAULIFLOWER	US
BBBBP	47	2018	MONAH03	4	PLANT	Δυτο	Re-route to t	due 64	MOUNT GAY DISTILLERIES LIMI			200190900	PICKLES & SALTED FOOD	CN
BBBBP	47	2018	MONAH03	11	PLANT			64	MOUNT GAY DISTILLERIES LIMI			940360909	FOLDABLE ROUND TABLE	CN
BBBBP	202151.	2018	CHERYL2	3	PLANT	Auto	Re-route to v	27	BRYDENS BARBAREES LIMITED			070410100	CAULIFLOWER	US
BBBBP	202151.	2018	TRAIN8	3	PLANT	Auto	Re-route to y	27	BRYDENS BARBAREES LIMITED			070410100	CAULIFLOWER	US
BBBBP	202151.	2018	TRAIN47	3	PLANT			27	BRYDENS BARBAREES LIMITED			070410100	CAULIFLOWER	US
BBBBP	202151.	2018	JACQUELI	3	PLANT	Auto	Re-route to g	reen 27	BRYDENS BARBAREES LIMITED			070410100	CAULIFLOWER	US
BBBBP	202151.			3	PLANT			27	BRYDENS BARBAREES LIMITED			070410100	CAULIFLOWER	US
BBBBP	202151	2018	MAURFEN1	3	PLANT	Auto	Re-route to d	uery 27	BRYDENS BARBAREES LIMITED			070410100	CAULIELOWER	US
	202151.	2018	Steven1	3	PLANT	Auto Retrie		27	BRYDENS BARBAREES LIMITED			070410100	CAULIFLOWER	U

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.

Barbad Custom Selection Criteria		partment ASYC	UDA		100 %
Selection Criteria	a	partment ASYC	UDA		
			Export		
	BRIDGETOWN	PORT	Import		
Criteria Co	de	Level Valid fro	om Valid to	Random selection	Hit on items
PLANT	Loc	al 20/05/201	5	false	3
			ACCORDING TO TH	E PLANT QUARANTINE DIV	/ISION
ocumentation for sel		PLANT STRICTED IMPORTS	ACCORDING TO TH	E PLANT QUARANTINE DIV	ISION

Figure 13: 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.

-	Administrations Selectivity - View (BBBBP) File Edit View Help	
		100 %
Click folder icon	Barbados ASYCUDA	
	Administration Item Selectivity Information	
	Customs Office Administration BBBBP PLANT	
	Declaration Reference 2018 20215127 TRAIN68	
	Item Details: 07041010000 CAULIFLOWER	
	Documentation	
	Documentation 2	
	Administrations selectivity Figure14: View Criteria	

The "auto reroute" options as shown in Figure 12, will automatically reroute the document to the respective colour, without having to open and view the Criteria or the particular item.

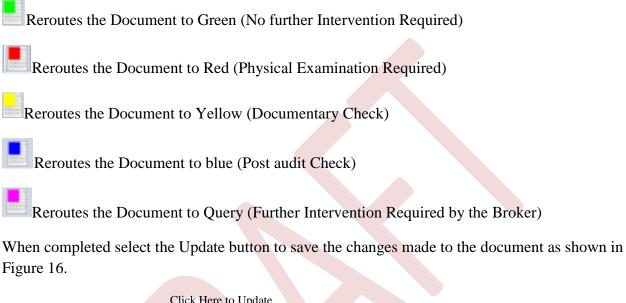
Selecting the Retrieve Option (as shown in Figure 12) will return a form below in Figure 15.

9 ₀		100 %
	Barbados Customs and Excise Department ASYCUDA	
	Administration Item Selectivity Information	
	Customs Office Administration BBBBP PLANT	
	Declaration Reference 2018 20215127 TRAIN47	
	Item Details: 07041010000 CAULIFLOWER	
	Documentation	
	Documentation 2	

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.



Click Here to Update	
Administrations Selectivity - Retrieve [BBBBP]	5° 5° 5°
File Edit View Help	
⁰₀ 🐓 🗖 📮 📕 📕 🥩 ୷ 🕅 🎾	100 %
	i

Figure16: 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.