



Barbados Customs & Excise Department



PASSENGER BAGGAGE USER MANUAL

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BG4 SAD

The **BG4** is a simplified SAD that is used to collect duties on the importation of passengers' non-commercial items. It is designed to capture information relevant to the dutiable items that have been declared by the passenger or that have been found in passenger baggage after examination.

ACCESSING THE SAD

Access the Document Library and create a new SAD by using the following path:

ASYCUDA>>> Goods Clearance>>>Declaration>>>Detailed Declaration

Right click on **"New"** as shown in Figure 1.

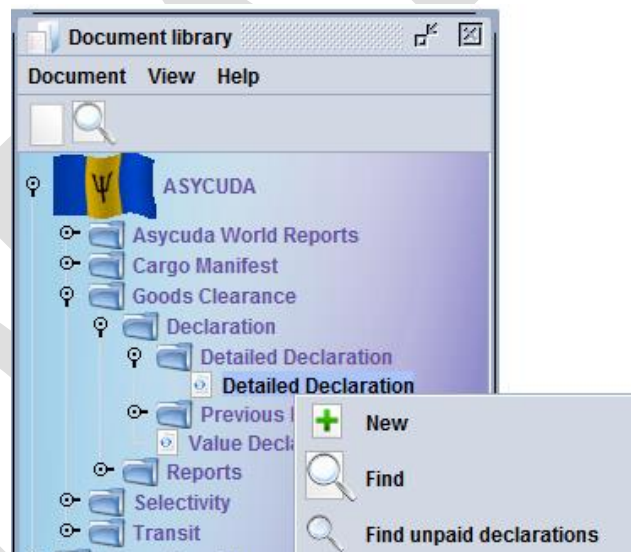


Figure 1: Accessing the BG4 SAD

The new simplified form is displayed in Figure 2.

CREATING THE SAD

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

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

Select **“BG 4”** from the drop down box in **“Box 1”** and click on  shown in Figure 2.

Click on SAD

Select BG4

Select port from drop down box

Detailed Declaration - New [2018]

File Edit View Help

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ASYCUDA

OFFICE OF DESTINATION DISPATCH

1 Regime Type

2 Exporter / Consignor TIN.

3. Pages 4. Load List

5. Items 6. Total packages 7. Commercial Reference number

8 Importer / Consignee TIN.

9 Person/Entity Responsible for Financial Settlement TIN.

11 Trading 12 Additional Value details

14 Declarant / Representative TIN. Broker ID

15 Country of export 16 Country of origin 17 C.D. Code

18 Identity and nationality of active means of transport on arrival. 19 Ctr.

20 Delivery terms

21 Identity and nationality of active means of transport crossing the border

22 Currency & total amount invoiced 23 Exchange Rate 24 Nature of transac.

25 Mode transport at border 26 Inland Mode of transport 27 Place of Loading

28 Financial and Banking data Bank Code

29 Office of destination

S.A.D. Val. Note Asmt. Notice Info. Page Att. Doc. ASW Scan. Doc.

Detailed Declarati... Document library

Figure 2: New Simplified SAD

The system will display the prompt as shown in Figure 3 “Do you want to generate items page?”

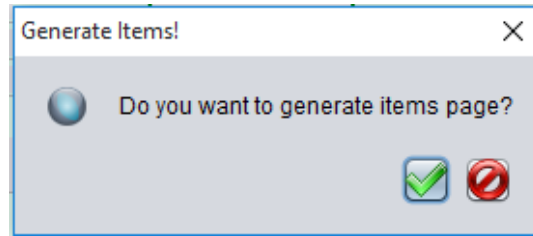


Figure 3: System Prompt to generate item pages

Select the  icon to continue and the system will display the prompt shown in Figure 4.

The appropriate fields should be completed as follows:

Number of items – insert the number of items based on tariff number. The number of items relate to the various categories of items to be classified.

Name and Address – insert the passenger’s name and address

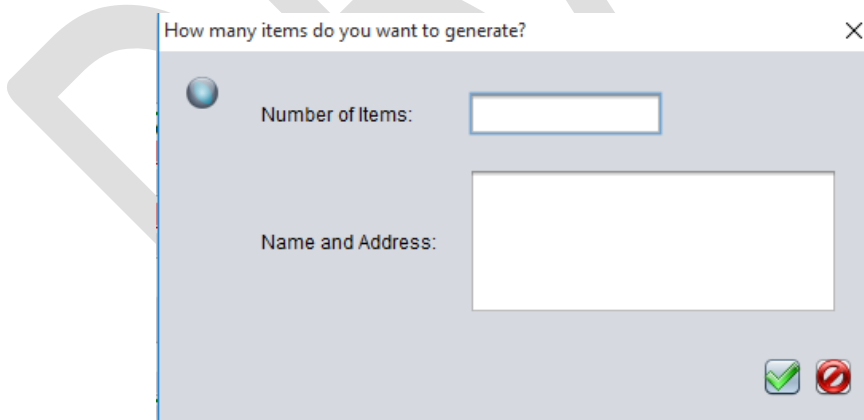



Figure 4: Details of items to be classified.

Select the  option to continue.

The dialog box in Figure 5 is then displayed by the system.

Simplified S.A.D. Transaction

ITEM 1 - Packages: 0 () -

Description

Tariff

Item Value BBD

Supplementary Unit

Wgt(KG)

Cty. Origin

Extended Procedure Code 4000

Click to enter manually

Figure 5: Item dialog box

Complete the box using Figure 6 as an example:

Description: Select appropriate description of goods from the list provided.

Tariff: The system auto 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.

Cty Origin: Insert the country of origin of the item.

Extended Procedure Code: Chosen from the drop down box.


Figure 6: Completed item dialog box

Select the  option to continue.

The number of dialog boxes presented by the system is determined according to the number of items stated in Figure 4. It also determines the number of lines on the SAD.

VERIFYING THE SAD

After the fields have been automatically completed on the SAD by the system, the **Marks and**

Numbers and the **Kind of packages** must be filled at Box 31 manually. Then click on the  icon to verify the document. The alert shown in Figure 7 will be displayed if there are no errors.

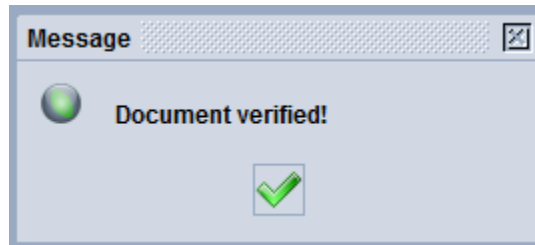


Figure 7: Document verify dialog box

Where errors are detected, the system will display an error list as shown in Figure 8.

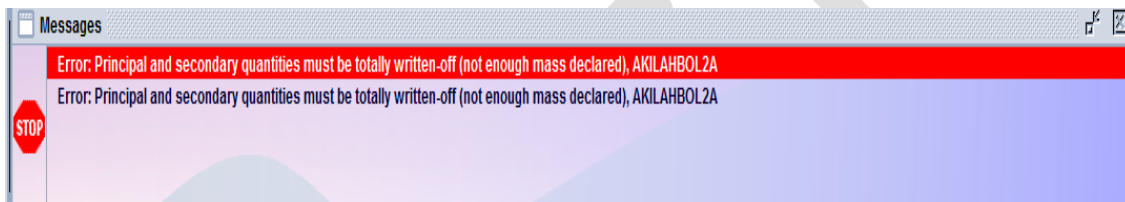



Figure 8: System error list

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 have been corrected. Select the

 to complete verification.

ASSESSMENT AND PAYMENT

Select Validate and Assess  icon to continue. The system will display a message prompt “**Do you really want to assess this declaration?**” as shown in Figure 9.

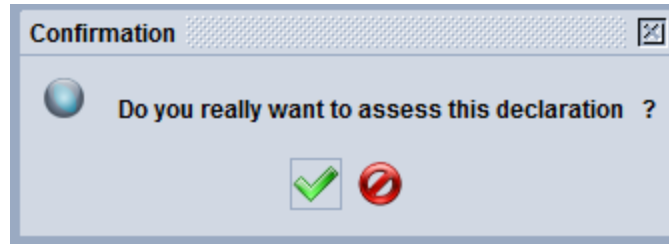



Figure 9: Assessment request

Select  to confirm and complete the process.

“**Transaction completed**” notice will be displayed. If Automatic Payment is configured in ASYCUDA select the “**Automatic Payment SAD**” box and click the drop down arrow to display the Mode of Payment available as shown in Figure 10.

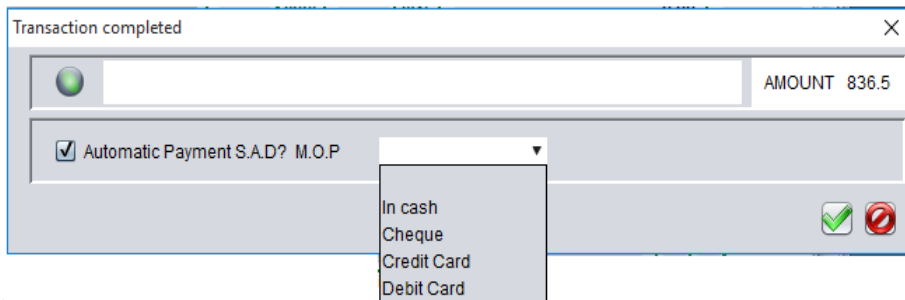



Figure 10: Modes of payment request

The amount tendered is entered in the field provided and  chosen as shown in Figure 11 below.

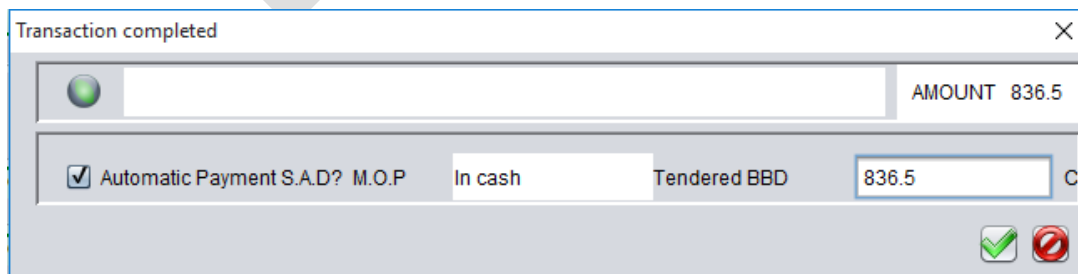


Figure 11: Payment of SAD

PRINTING THE RECEIPT

The message “**Transaction completed**” as shown in Figure 12. The dialog box will provide various print options to print the SAD or Assessment Notice and an option to email the print out.

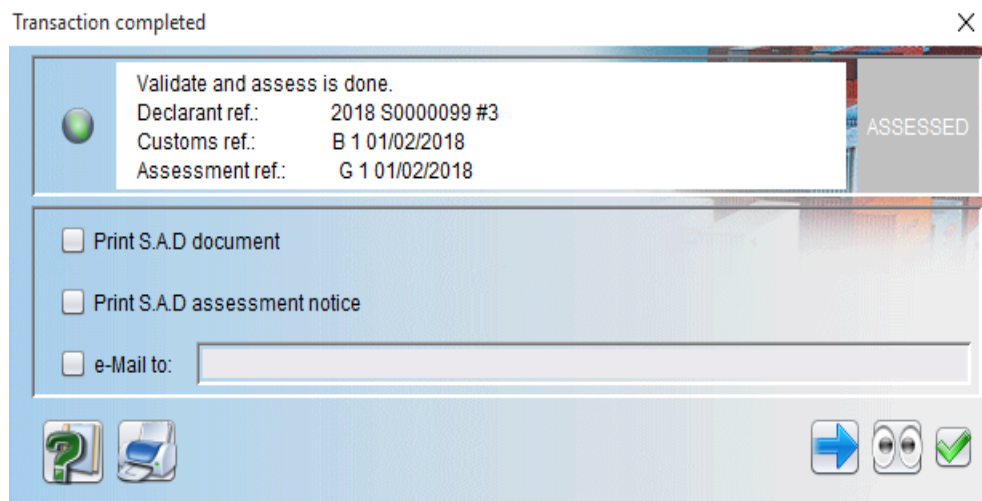


Figure 12: Transaction completion box

If automatic payment was chosen, a dialogue box to print the receipt would be displayed as shown in Figure 13 below.

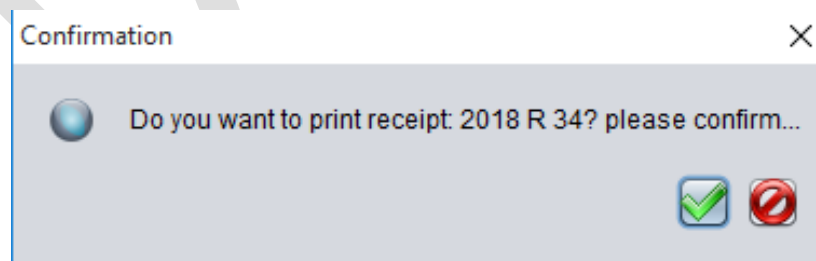


Figure 13: Transaction confirmation box.

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 14 is then displayed.

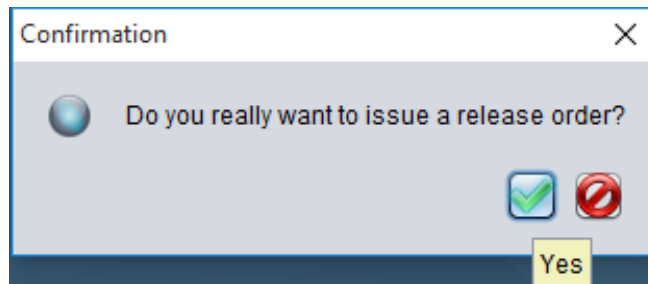


Figure 14: Release Order confirmation

The system then displays the confirmation of the Release Order as shown below in Figure 15.

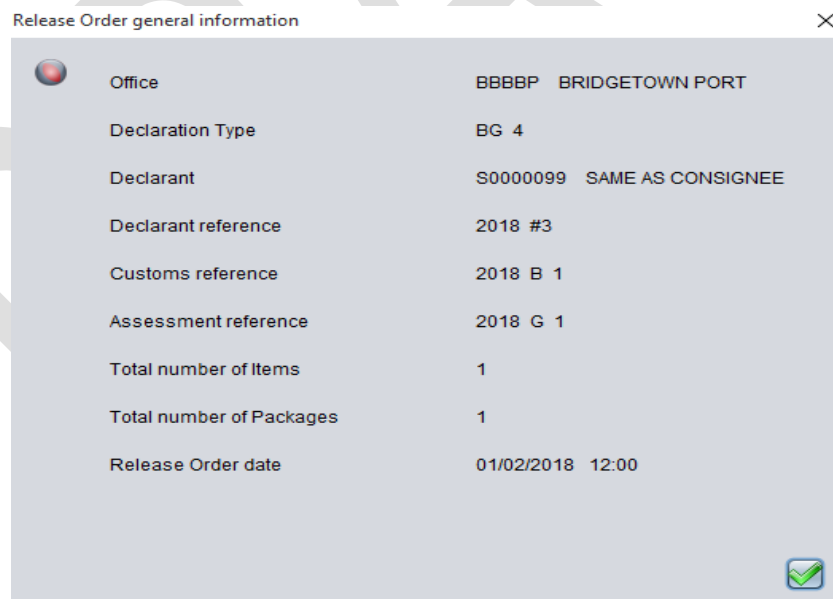


Figure 15: Release Order general information.