



Barbados Customs & Excise Department



SCANNED DOCUMENTS

MANUAL

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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.

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!

2. ACCESS TO THE SYSTEM

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.

Open a Web Browser of your choice and navigate to the ASYCUDA World Portal by entering the following url: <http://asycuda.customs.gov.bb>

Click on the ASYCUDA World Training button to simulate a testing environment or the Production button to submit a valid and legal document to the Customs & Excise Department as shown in Figure 1.



Figure 1: Selecting the correct server instance

The following dialogue box will appear at the bottom of the screen as shown in Figure 2

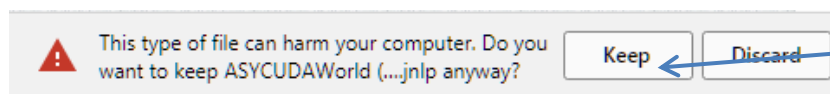


Figure 2

Click on the keep tab (refer to fig2) and the below jnlp file will appear.

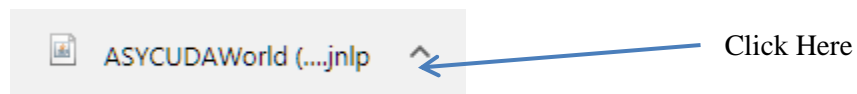


Figure 3: jnlp file

Click on the jnlp file to launch the application and the below boxes will appear as in figure 4 and

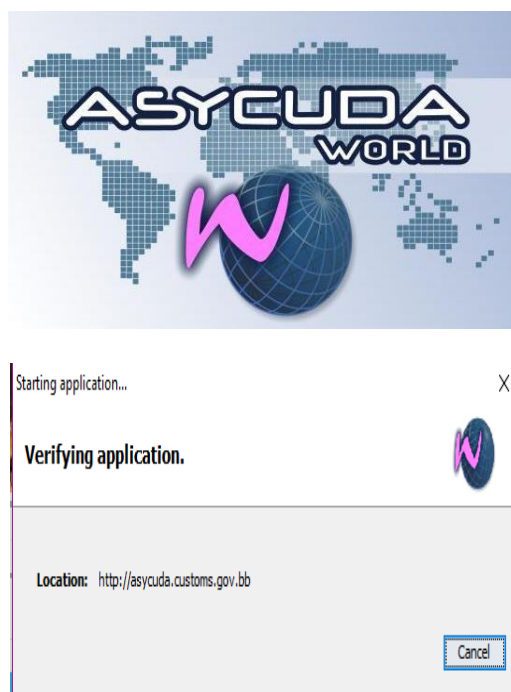


Figure 4: Accessing ASYCUDA World

Check the box next to **“I accept the risk and want to run this application”** and click on the Run button as shown in figure 5.

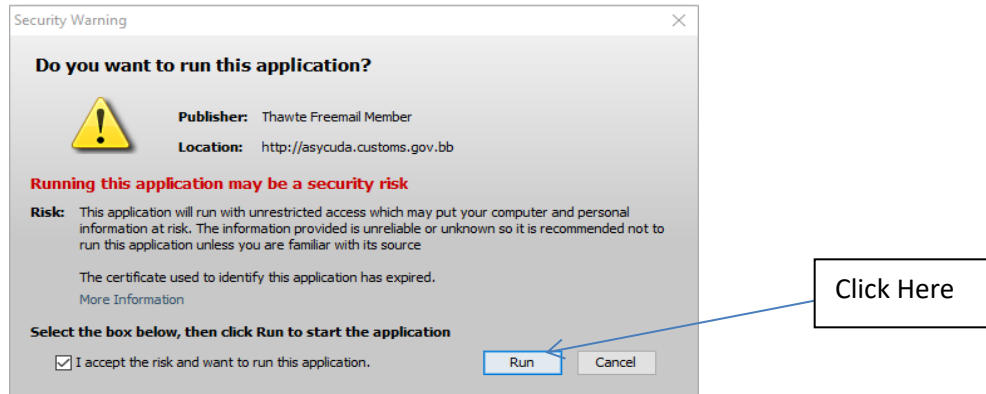


Figure 5: Accepting the Risk

The “Java Console” shown in Figure 6 (once it has been enabled) and the “login” interface shown in Figure 7 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.

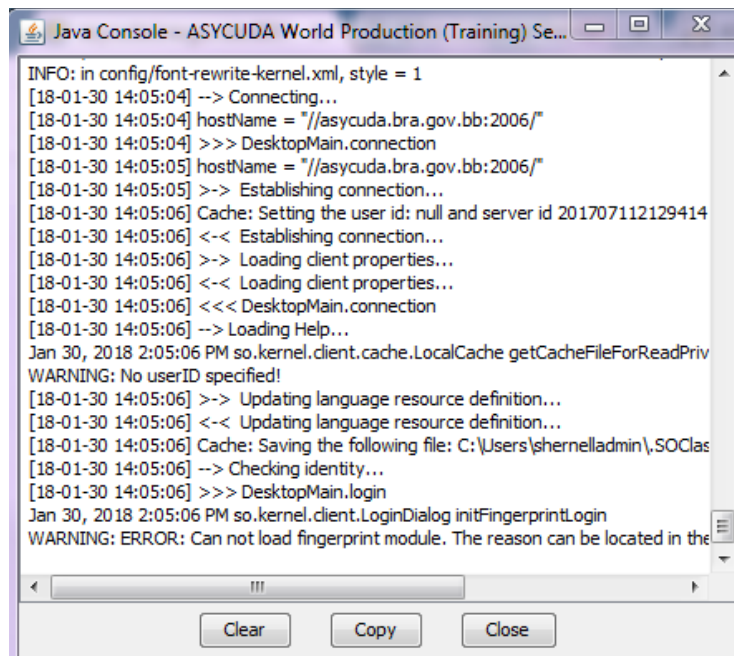



Figure 6 Java Console



Figure 7 Login interface

3. LOGGING INTO THE SYSTEM

Insert the relevant login name and password into the login interface shown in Figure 7 and click on the  icon. The following screen shown in Figure 8 is displayed indicating that the system has been accessed.

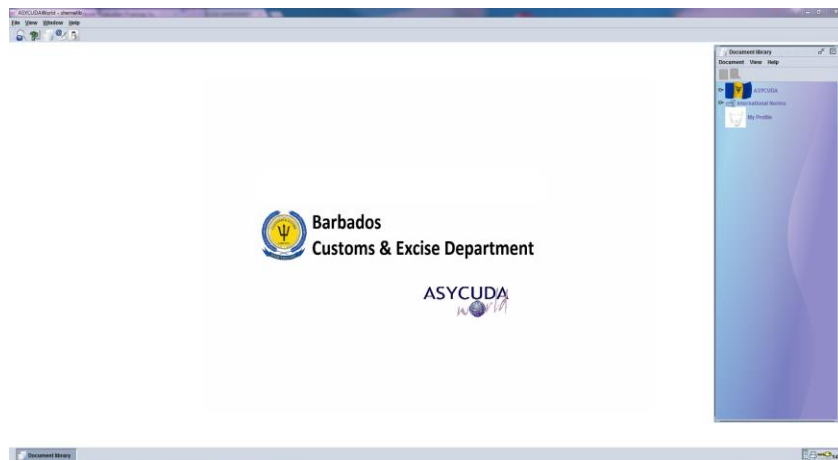


Figure 8 Access page to ASYCUDA World

4. Uploading Scanned Documents

All personnel conducting transactions within the ASYCUDA World Application are required to upload all relevant documents associated with the transaction via the Scanned documents folder. Upon successful login access the scanned document folder by following the path ASYCUDA → Scanned documents → Scanned document, right click on the e-document and select new as shown in Figure 9.

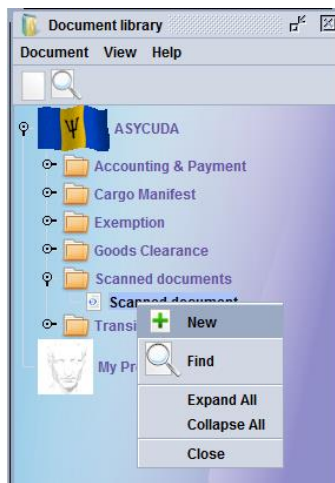


Figure 9 – Selecting a New Scanned Document

(NB: The amount of folders seen when the main ASYCUDA Folder is expanded are based on the role assigned according to your application form.)

The following page will appear as shown in Figure-7 below after clicking on the new button.

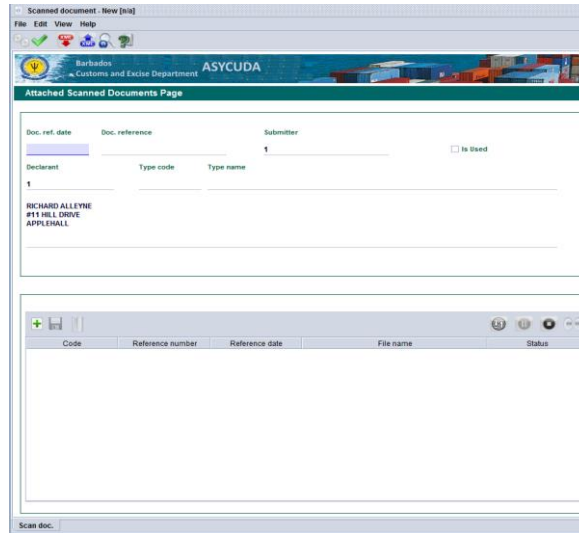


Figure 7 – AW Scan Document

Step 1

Three Fields on the upper part of the Scanned Documents Page must be completed:

1. Doc.ref.date: The date the Document is being worked on or the date on the physical document
2. Doc.reference: The Reference code for the Document. This is the code that the broker must use to attach the scan to the Single Administrative Document's Attached Documents Page.
3. Type code: The code for the Document being attached eg 380 for invoice, 861 for certificate of origin.

Figure 8 shows a completed upper part of the scanned Document Page.

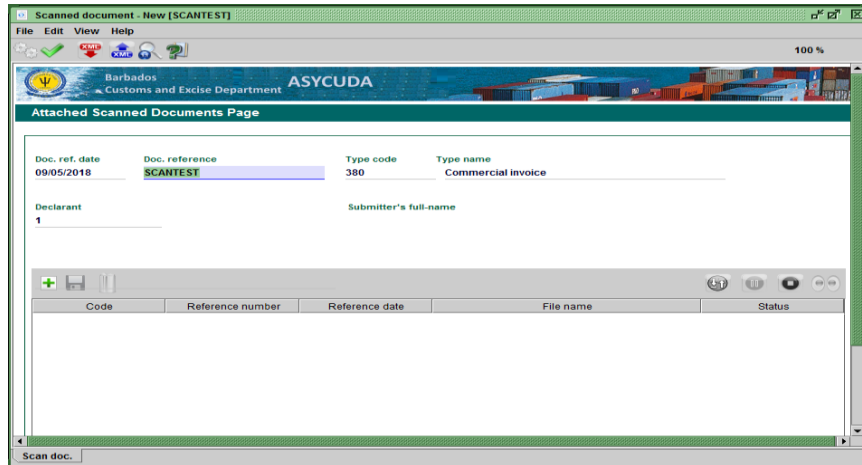


Figure 8 - Completed Top Section

Step 2

Click on the add icon on the lower part of the scanned document as shown in Figure 9 and a pop up box will appear as shown in Figure 10 which corresponds to the local computer

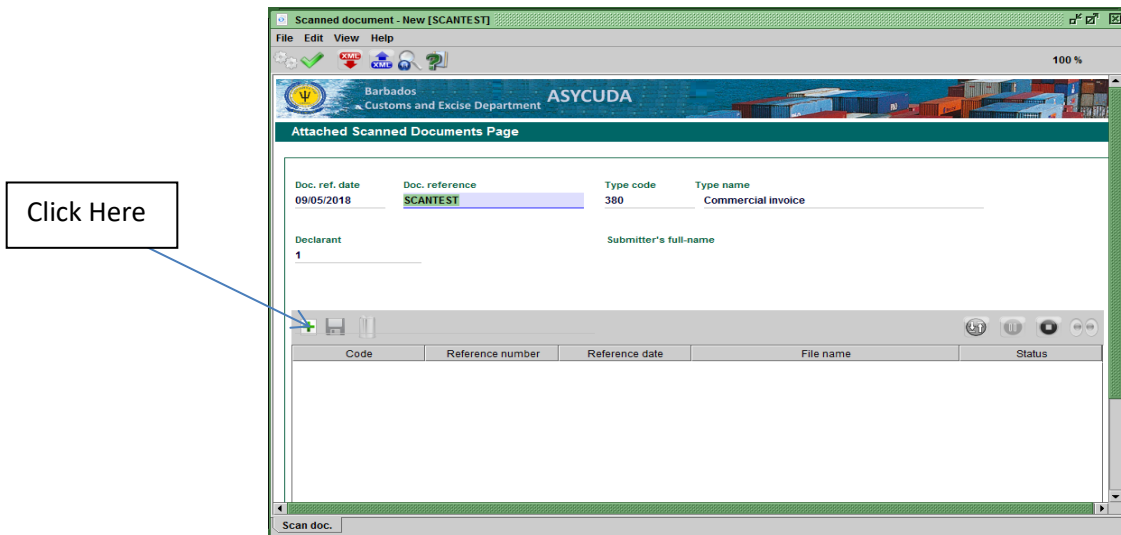


Figure 9 – AW Scan Document

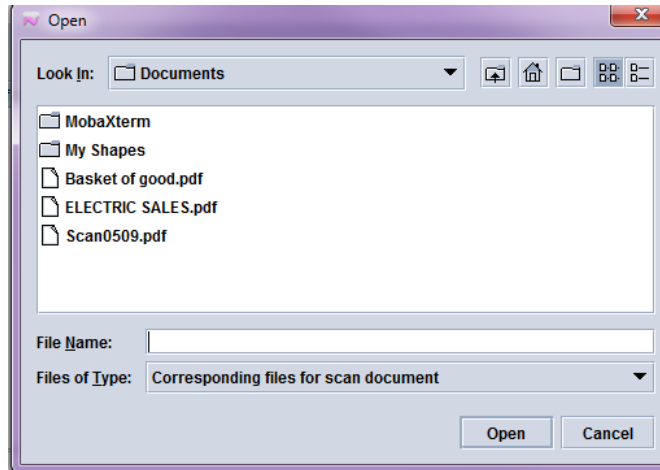


Figure 10 – Local Computer Storage

Navigate to where the scanned document has been saved on the local computer

Step 3

Select the scan document to be uploaded and click open, the fields will be populated as shown in Figure 11.

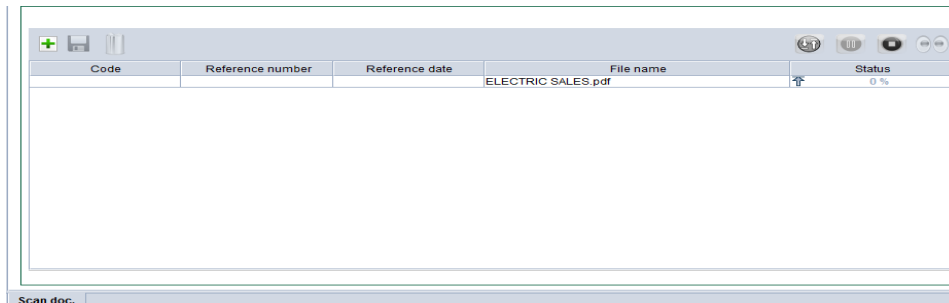


Figure11: Populated field after clicking document

Step 4

Complete the information and click on the upload button

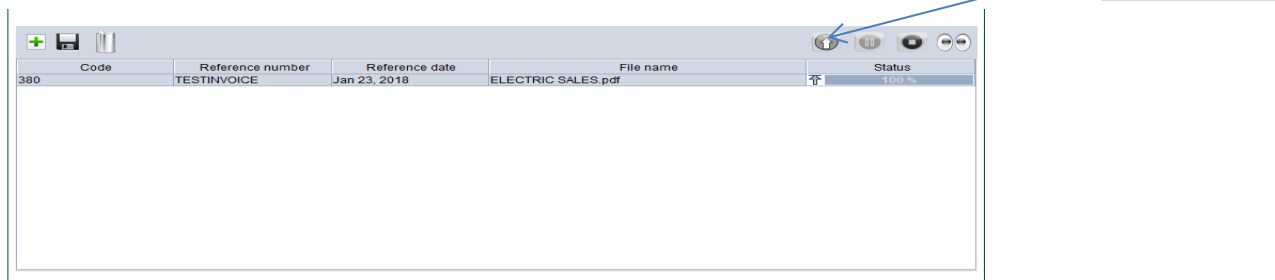


Figure 12:Completed Information

Repeat Steps 2 to 4 to upload all scans that are relevant to the code entered on the top section of the document. See Figure 13.



Figure 13: Multiple uploads

Select the green check button as shown below to Register the uploaded scan.

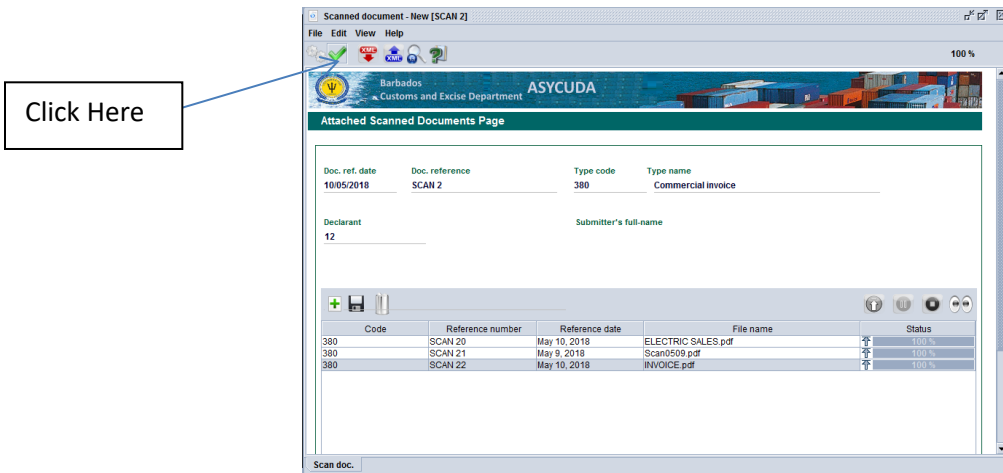


Figure 14: Selecting Registered Button

and once successful the following box will appear.



Figure 15: Successful Registration

If any errors occur they must be corrected before registration can be completed.

The maximum file size allowed is 1MB. Care must be taken when setting the resolution for scan. A large file will take more time to upload or retrieve a SAD.

5. RETREIVING SCANNED DOCUMENTS

Access the scanned documents folder by the path ASYCUDA → Scanned documents → Scanned document and right click on e-document and select find as shown in figure 14.



Figure14: Accessing scan document

The ASYCUDA Scanned Document Finder will appear as seen in figure 15.

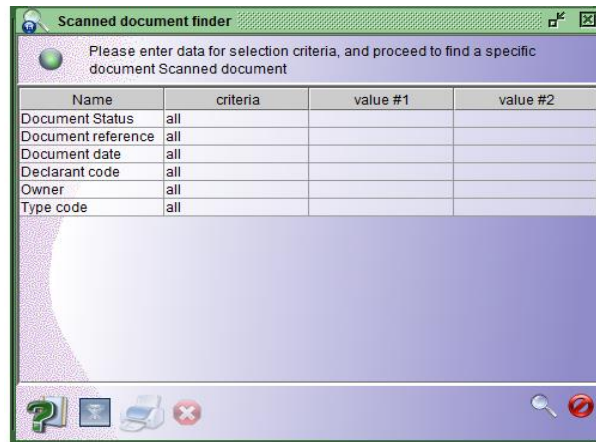


Figure 15: ASYCUDA Scanned document finder

Enter the relevant criteria based on the options available and select the search icon. Figure 16 gives an example of a completed search criteria.

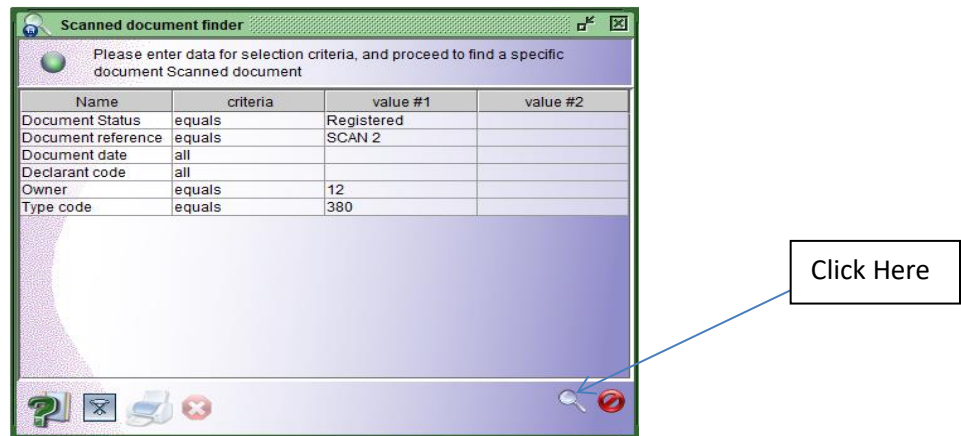


Figure16: Completed search Criteria

Once the information entered is correct the system will return all documents that fit the search criteria. See figure17.

(N.B. Please enter as much information as possible in the search criteria to reduce the time taken for the system to return a result)

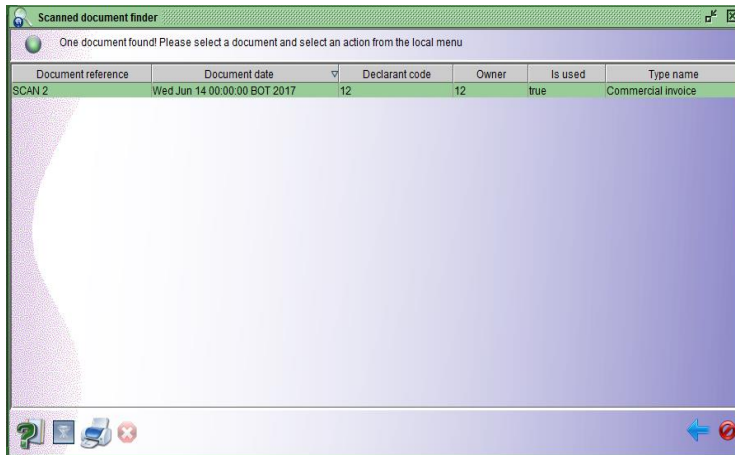


Figure 17: Search results

Right click on the document and select view or details based on the objective as shown in figure 18. Figure 19 shows the results when view is selected.

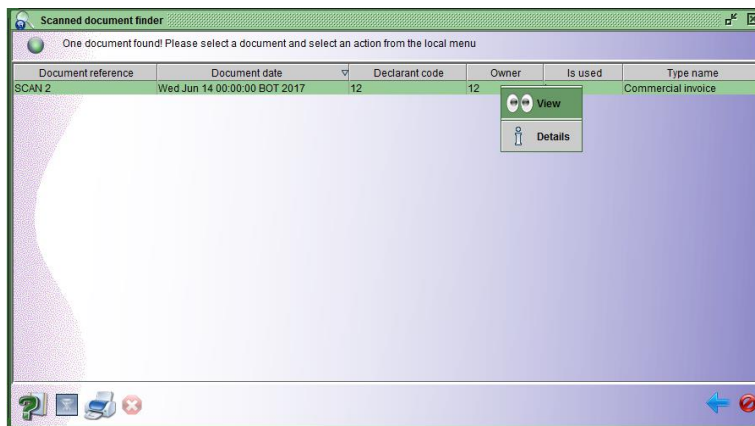


Figure 18

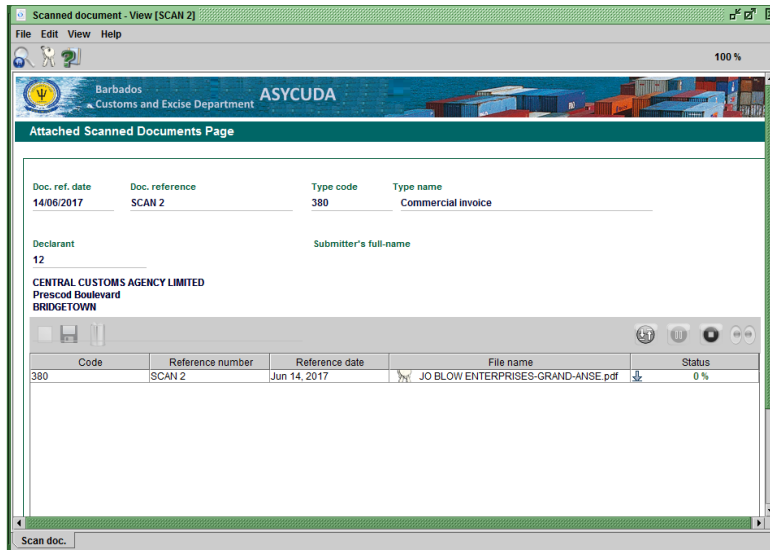


Figure 19: View option

Highlight the document in the bottom half of the page and click on the download button. See Figure 20 & 21.

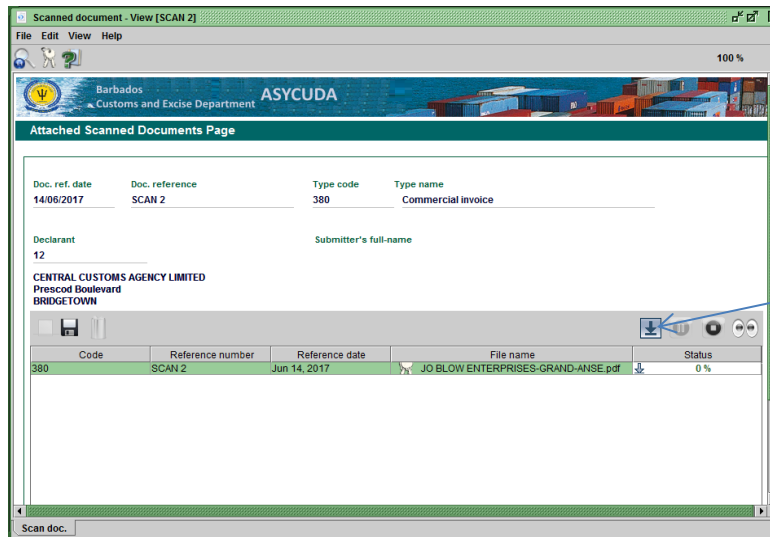


Figure 20: Highlighting and clicking download button

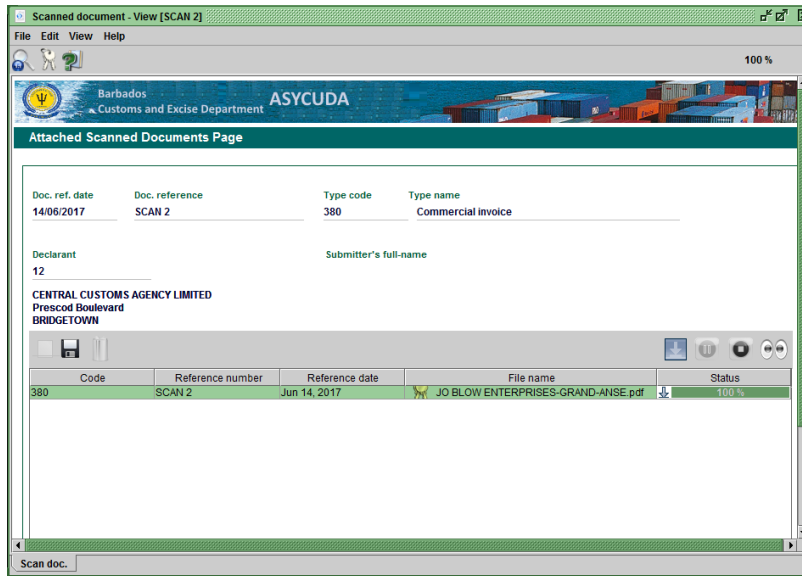


Figure 21: Result

Click on the eye icon (Figure 22) and a pdf version of the scan document (Figure 23) will open.

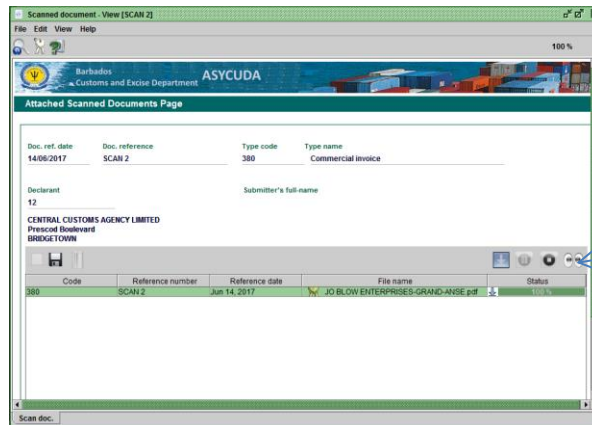


Figure 22: Selecting the Eye icon

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Figure 23: Scan Document