BARBADOS
REVENUE AUTHORITY

EXAMINATION OFFICER MANUAL

Prepared by

ASYCUDA World Project Unit

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1. Introduction

One of the mandates of the Barbados Revenue Authority is to serve with efficiency and flexibility whilst embracing new innovations and concepts. In this regard we have launched ASYCUDA World.

The **Cargo Manifest** is the first step in the Customs clearance process and shall be submitted to Customs using ASYCUDA World. The main purpose of the Cargo manifest is to provide necessary information about cargo for transport, commercial and regulatory reasons. It is traditionally used by Customs as a control tool to ensure that all cargo carried onboard a vessel is accounted for, usually by means of individual customs declarations. It also gives the national Customs some advance information on imported cargo in order to plan examination priorities, risk assessment and optimize allocation of resources. ASYCUDA World provides Customs and Traders the means to achieve greater efficiencies towards reducing clearance times and improvement of the business climate of Barbados.

Access to ASYCUDA World is to be granted through an application process. A user or director of an entity applies to the Revenue Commissioner 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 Barbados Revenue Authority 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 request a password change due to a forgotten or compromised password.

Welcome to ASYCUDA WORLD!

2. Using the Finder

Step 1 Access the declaration by using the following path:
Document library>>>goods clearance>>>declaration>>>detailed declaration
Right click on "detailed declaration" and choose the "find" option.

Figure 1 Using the Finder

Step 2 Select **"Find"** and the **"Detailed Declaration Finder"** as shown in Figure 2 will be displayed.

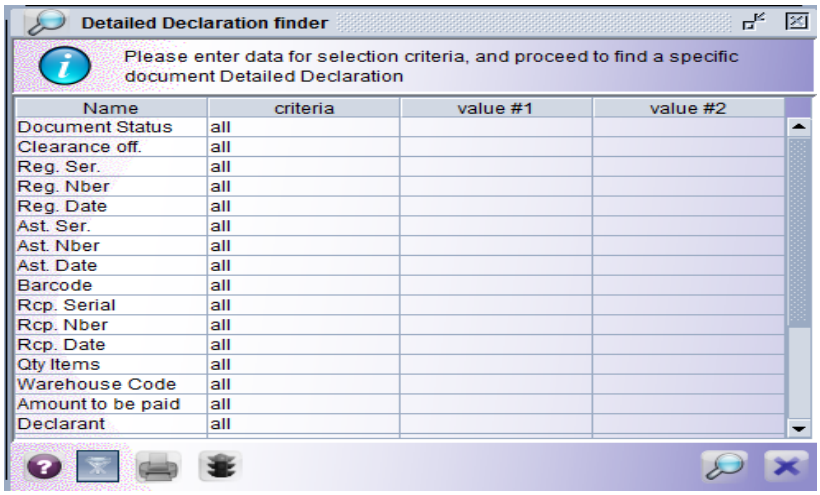


Figure 2 Examination Finder

The utility offers the user multiple options to locate various types of declarations and contains four columns as follows:

1. Name
2. Criteria
3. Value #1
4. Value #2

The name and functions of the column are as follows:

(a) **Document Status –** this is the status of the declaration and may be [stored, registered assessed, paid, exited, cancelled or archived.

(b) **Clearance Office –** This is office where goods are being cleared.

(c) **Registration Serial –** This is the letter preceding the Customs Registration Number.

(d) **Registration Number –**This is the serial letter assigned to assessed declarations by the Customs Registration Number (in this case it is **C**).

(e) **Registration Date -** This is the date the declaration was registered.

(f) **Assessment Serial –** This is the serial letter assigned to assessed declarations by the Customs Administration (in this case it is **L**).

(g) **Assessment Number-** This is the declaration assessment number.

(h) **Assessment Date -** This the date the declaration was assessed.

(i) **Declarant -** This is the declarant code.

(j) **Declarant reference year –** This is the year the declaration was prepared.

(k) **Declarant reference –** This is the declarants' reference number.

(l) **Type – EX:** Exports or IM: Imports.

(m) **General Procedure -** Declaration model.

(n) **Exporter –** This is the exporters' code.

(o) **Consignee -** This is the importers' code.

(p) **Examiner Chief –** Chief Examiners name.

(q) **Examiner –** The examiners name.

(r) **Section –** This is the section code.

(s) **Total Duties & Taxes –** Total Duties & Taxes Amount.

(t) **Colour -** This is the declaration lane colour.

The criteria column may include the following options:

(a) All

(b) Less than

(c) Less than or equal

(d) Greater than

(e) Greater than or equal

(f) Not equal

(g) Equal

(h) Between

(i) Is empty

(j) Is not empty

(k) Starts with

(l) Ends with

(m) Contains substring

(n) Equals

The **Value#1** may be completed with the desired value required for example:
Name: Registration Year – **Criteria**: Equals - **Value#1:** 2010

The **Value#2** may be completed with the desired value required for example:
Name: Registration Year – **Criteria:** Between – **Value #1:** 2009 and **Value #2:** 2010.

3. Examination Procedure

Step 1 Examination Procedure

Use the following path to find declarations to which you have been assigned:

Goods clearance>>>Declaration>>>Detailed Declaration

Right click on "**Detailed declaration**" as shown in Figure 3 and select "**Find Examiner and Section"**

Figure 3 Selecting Find Examiner and Section

Input the search criteria in the **"Examination and Section"** and select search to complete your request as shown in Figure 4.

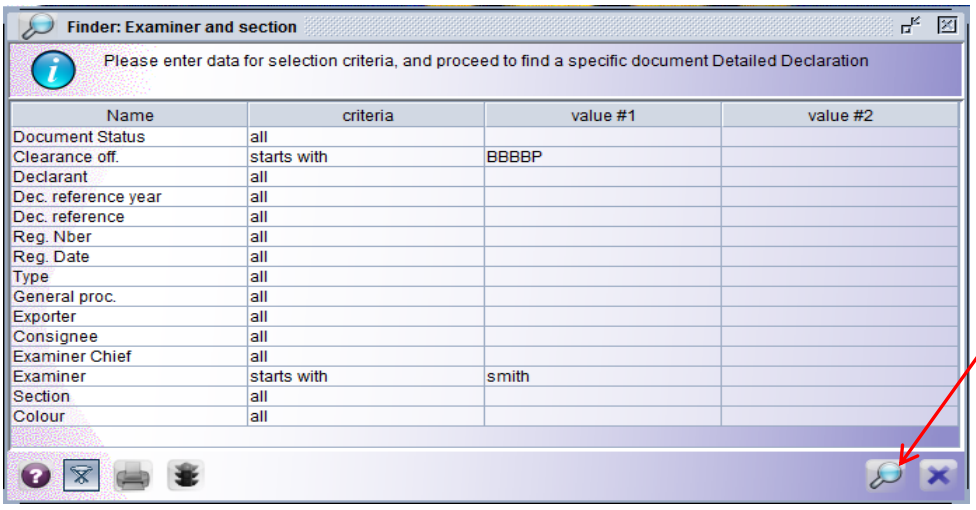
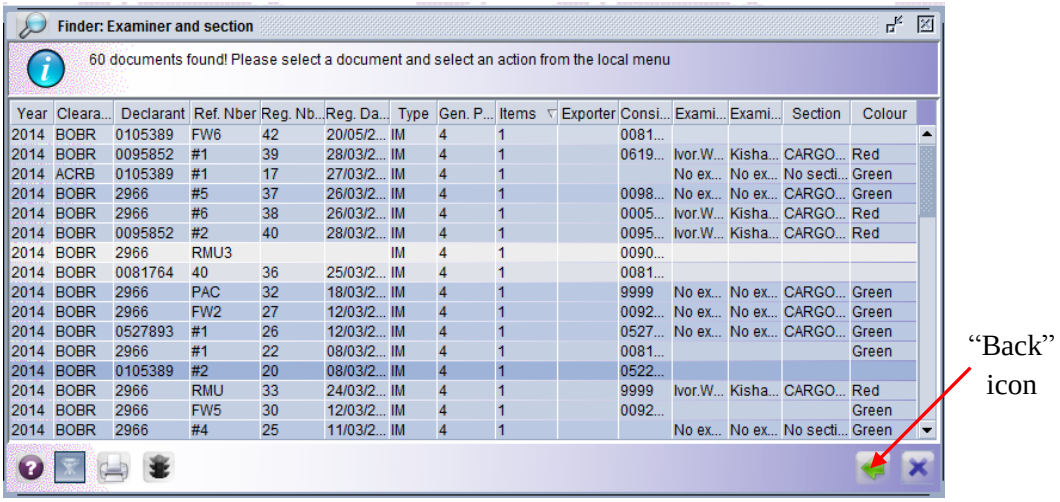


Figure 4 Search using the Examination and Section finder

The search results will be displayed in the finder as shown in Figure 5.



Year	Cleara...	Declarant	Ref. Nber	Reg. Nb...	Reg. Da...	Type	Gen. P...	Items	Exporter	Consi...	Exami...	Exami...	Section	Colour
2014	BOBR	0105389	FW6	42	20/05/2...	IM	4	1		0081...				
2014	BOBR	0095852	#1	39	28/03/2...	IM	4	1		0619...	Ivor.W...	Kisha...	CARGO...	Red
2014	ACRB	0105389	#1	17	27/03/2...	IM	4	1			No ex...	No ex...	No secti...	Green
2014	BOBR	2966	#5	37	26/03/2...	IM	4	1		0098...	No ex...	No ex...	CARGO...	Green
2014	BOBR	2966	#6	38	26/03/2...	IM	4	1		0005...	Ivor.W...	Kisha...	CARGO...	Red
2014	BOBR	0095852	#2	40	28/03/2...	IM	4	1		0095...	Ivor.W...	Kisha...	CARGO...	Red
2014	BOBR	2966	RMU3			IM	4	1		0090...				
2014	BOBR	0081764	40	36	25/03/2...	IM	4	1		0081...				
2014	BOBR	2966	PAC	32	18/03/2...	IM	4	1		9999	No ex...	No ex...	CARGO...	Green
2014	BOBR	2966	FW2	27	12/03/2...	IM	4	1		0092...	No ex...	No ex...	CARGO...	Green
2014	BOBR	0527893	#1	26	12/03/2...	IM	4	1		0527...	No ex...	No ex...	CARGO...	Green
2014	BOBR	2966	#1	22	08/03/2...	IM	4	1		0081...				Green
2014	BOBR	0105389	#2	20	08/03/2...	IM	4	1		0522...				
2014	BOBR	2966	RMU	33	24/03/2...	IM	4	1		9999	Ivor.W...	Kisha...	CARGO...	Red
2014	BOBR	2966	FW5	30	12/03/2...	IM	4	1		0092...				Green
2014	BOBR	2966	#4	25	11/03/2...	IM	4	1			No ex...	No ex...	No secti...	Green

Figure 5 Results of Finder search

The "Back" icon may be used to change the search criteria.

The table as shown in Figure 4 will display a list of declarations containing the following:

(a) **Year –** Declaration Year

(b) **Clearance Office –** Office of clearance

(c) **Declarant –** Declarant Code

(e) **Ref. Number –** Declarant Ref Number

(f) **Registration Number –** Customs registration number

(g) **Reg. Date –** Date of registration

(h) **Type –** Import or Export

(i) **Gen. Procedure –** Model Of declaration

(j) **Items –** Number of Items on the declaration

(k) **Exporter (where Applicable) –** Exporters Code

(l) **Consignee –** Consignee or Importers code

(m) **Examiner Chief –** Chief Examiners Name

(n) **Examiner –** Examiners Name

(o) **Section –** Section Code

(p) **Colour –** Selectivity Lane Assigned to the declaration

Step 2 Accessing the criteria

Select the declaration to be processed from the list. Right click on the declaration and then select "**View Criteria"** as shown in Figure 5.

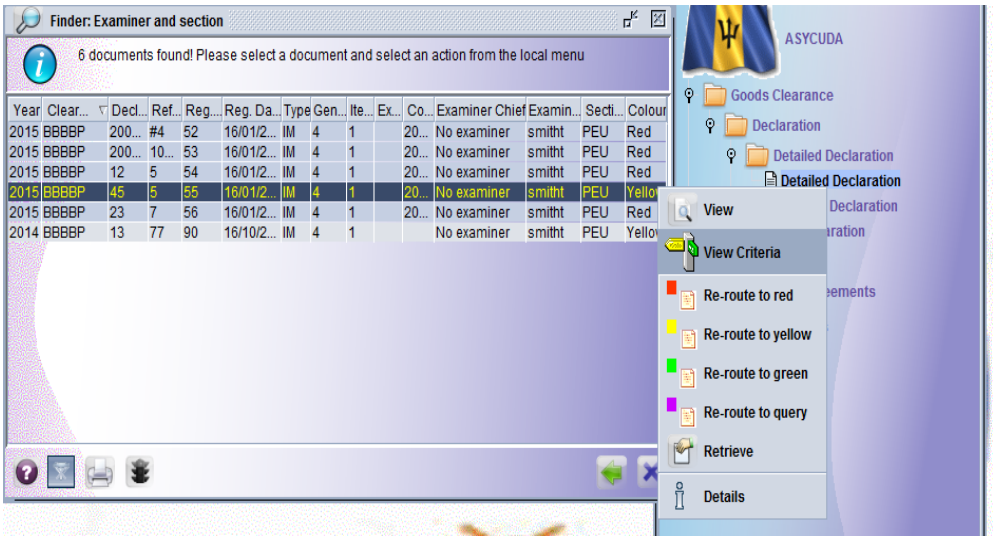


Figure 5 Selecting "view criteria"

Step 3 Viewing the criteria

The system will display the selection criteria for the entry. This could be random as shown in Figure 6 or multiple criteria hits as shown in Figure 7.

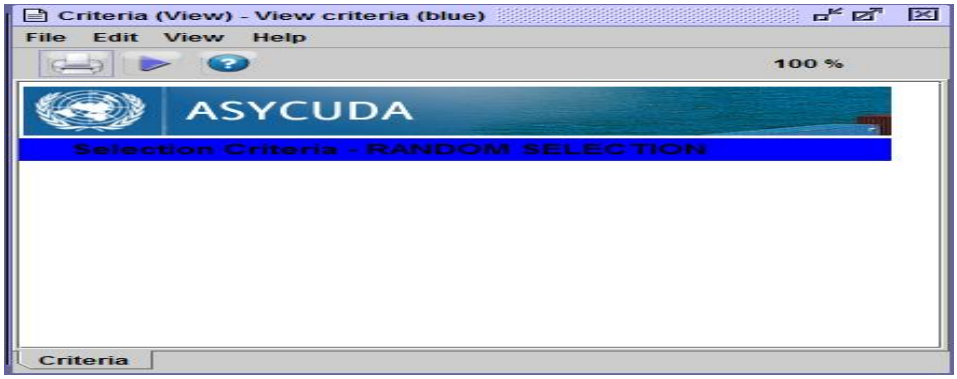


Figure 6 random selection

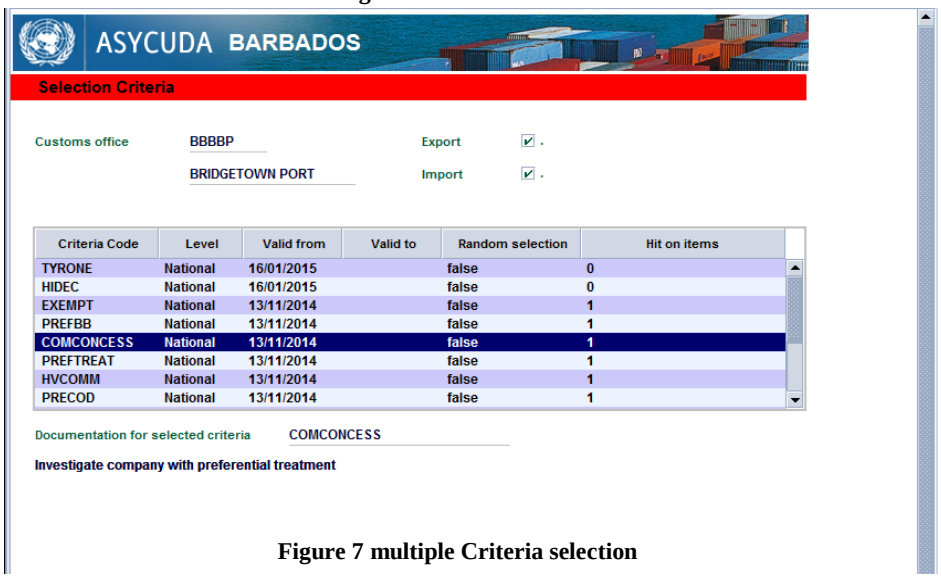


Figure 7 multiple Criteria selection

Step 4 Retrieving the SAD

The SAD can be retrieved by using the "**Retrieve"** option.

Access the "Finder" as shown in Figure 1 and Figure 2 and select the SAD as shown in Figure 5. Right click on the SAD and choose the "**Retrieve**" option and shown in Figure 8. Accessing entries in retrieve mode enable changes to be made.

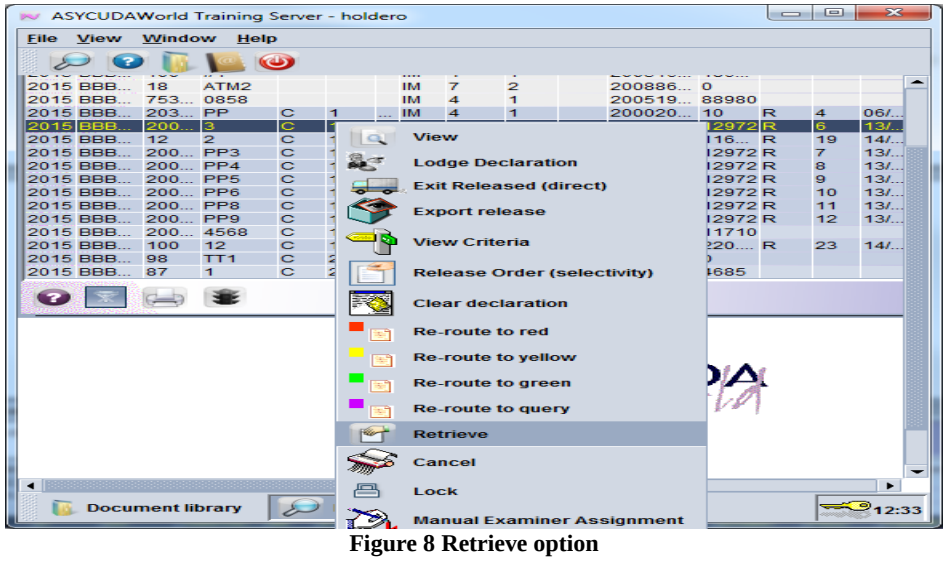


Figure 8 Retrieve option

The SAD will be displayed as shown in Figure 9. Tabs are shown at the bottom and left of the SAD. Some of the tabs are used to access and view the SADs support documents.

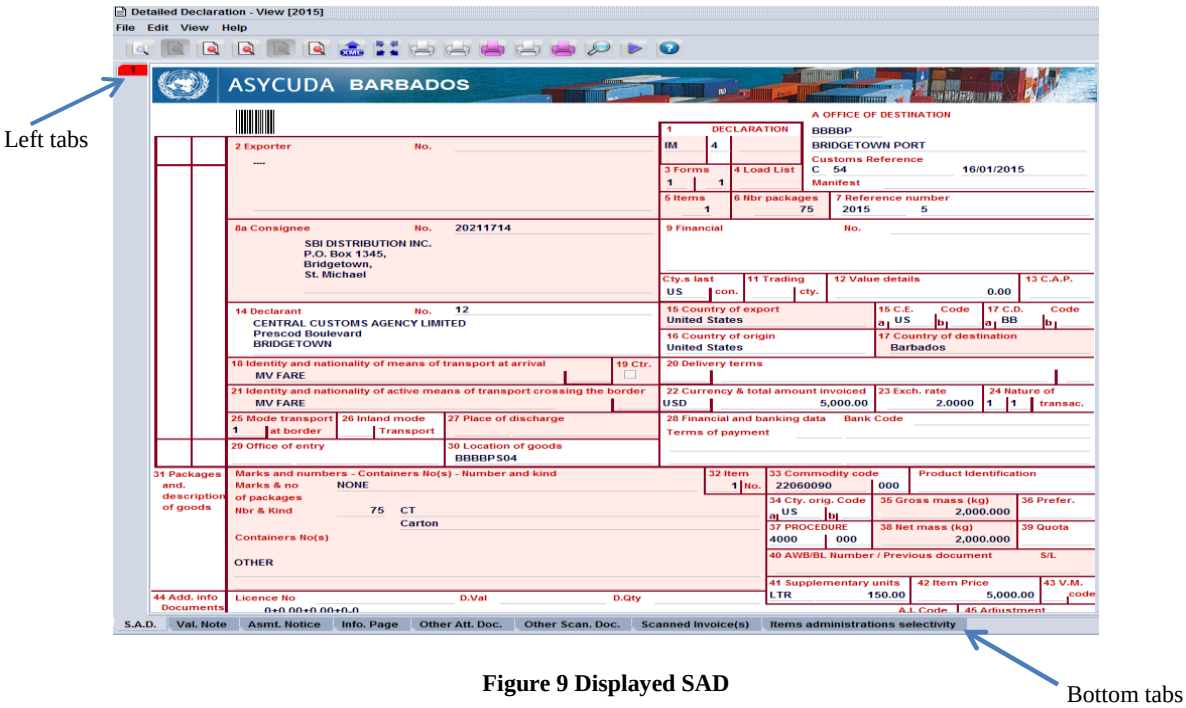


Figure 9 Displayed SAD

Step 5 Viewing the SAD support documents.

ASYCUDA World allows scanned copies of documents to be uploaded to the **suppliers'** page. The documents consist of "other attached documents', "other scanned documents", and "scanned invoices" are subsequently available for viewing **"only"** by the Examiner.

The following steps may be taken to view the documents in view mode:

Access the declaration using the following paths outlined in : **Document library>>>goods clearance>>>declaration>>>detailed declaration** and right click on "**detailed declaration**" and choose the "**find**" option.

Enter the search criteria for the SAD and click "**search**".

Right click on the desired entry in the finder table and select "**view**" as shown in Figure 12.

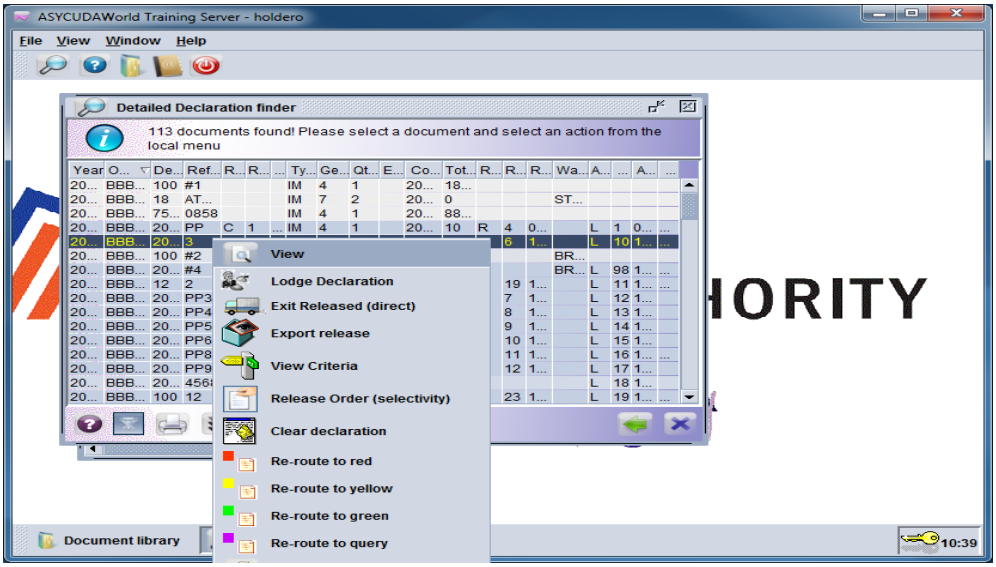


Figure 12 Selecting the SAD to be viewed

The paid Sad with the attached documents tabs is displayed as shown in Figure 13. The tabs of concern are "**other attached documents'**, "**other scanned documents**", and "**scanned invoices**".

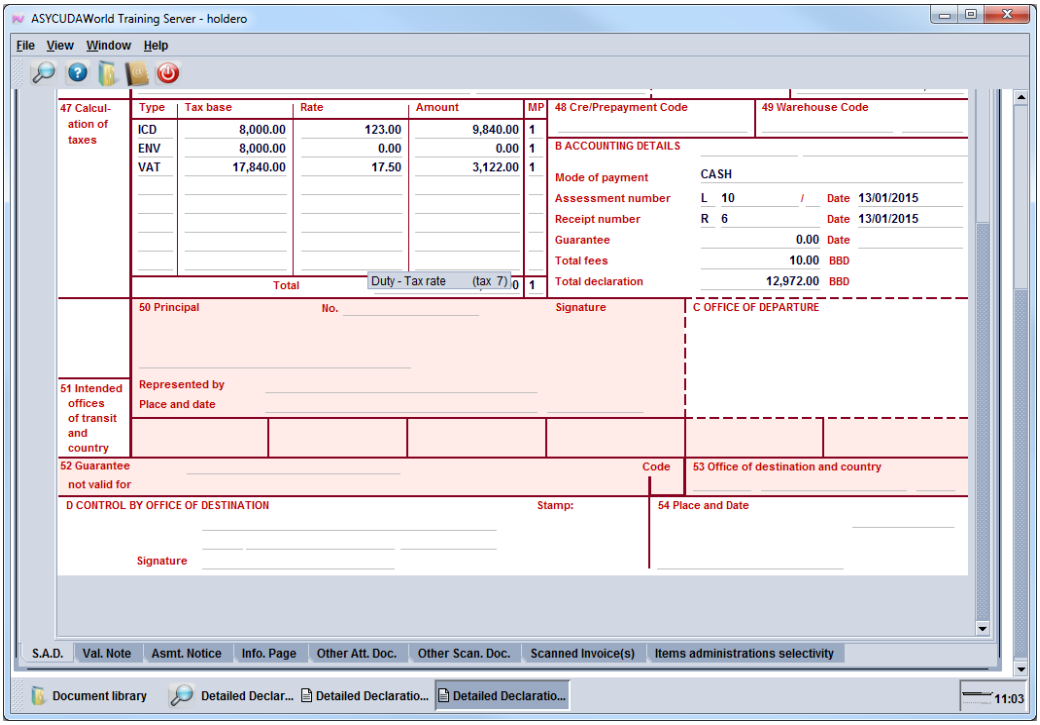


Figure 13 showing attached documents tabs

Viewing Other Attached Documents

Scanned Documents

Click on the "**scanned invoices"** tab to view them. The page as shown in Figure 14 will be displayed.

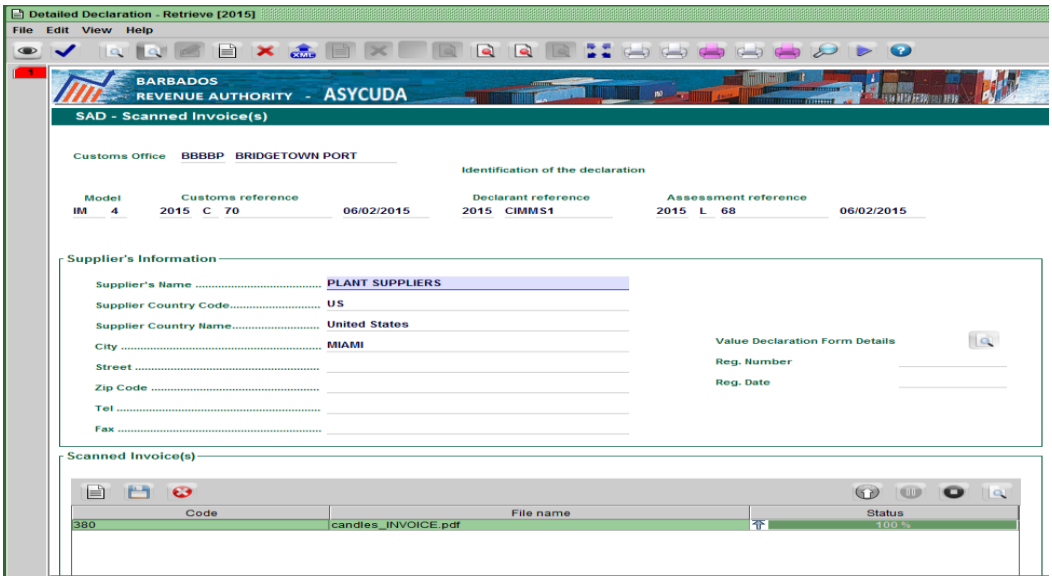


Figure 14 Uploaded scanned invoice

Click on the "**scanned invoices**" tab. Select the invoice and click "**view**" as shown in Figure 15 and the invoice will be displayed in PDF format.

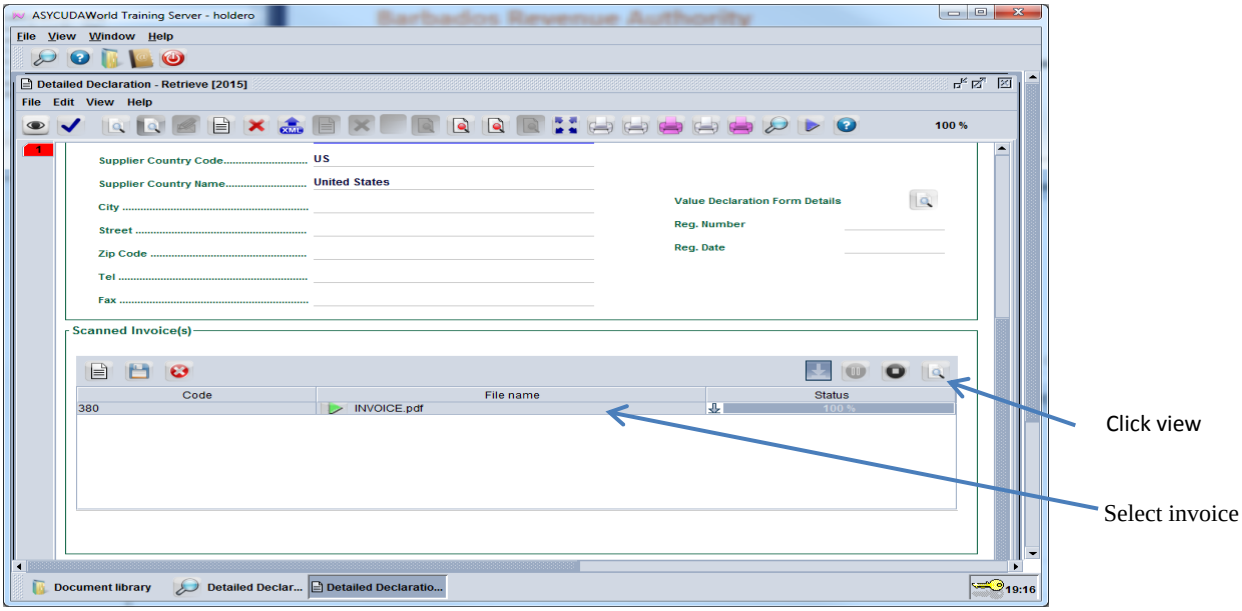


Figure 15 Downloading the invoice

The scanned pdf. invoice will be displayed as shown in Figure 16.

RIJSTFABRIEK B. RAMADHIN & SONS
Mandjha Veirzweg no. 16-17
Nickerie -Suriname
Tel.: (597) 232218/ 212450 Fax: (597) 211152/ 210220
Mob.: (597) 8809398 / 8579519
E-mail: rijstbedr@ramadhin88ve.com

Nieuw-Nickerie, 03-Dec-13

TO: CRISTO SA
RUE BARBANCOURT NO. 19
(RUE LE NATAL / TECINA)
PORT AU PRINCE, HAITI

INVOICE NUMBER: E-1047/13

VESSEL: MV Lady Zoi

Quantity	Discription	Currency USD Unit Price	Amount
1,800.00	M/TONS SURINAME EXTRA LONG GRAIN WHITE RICE, DOUBLE WATER POLISHED AUTUMN CROP 2013 20-25% BROKEN	475.00	855,000.00
300.00	M/TONS SURINAME WHITE BROKEN RICE AUTUMN CROP 2013	250.00	75,000.00
	TOTAAL FOB NICKERIE		930,000.00

IN BIG BAGS & BULK

Hoogachtend,
Ramadhin Bh., Directeur

R. Ricardo, Export Administrateur

Figure 16 Scanned PDF invoice

Other Attached Documents

Click on the Tab, Other Att. Doc. The document will be referenced in the table with the headings: "**Item", "Code", "Description", "Authority", "Reference"** and "**Date**" as shown in Figure 17.

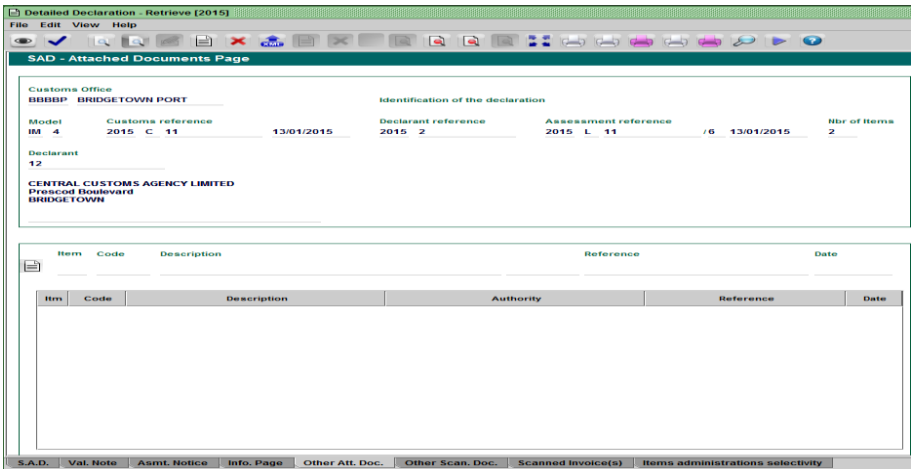


Figure 17 Other attached documents page

Right click on the required document and a pdf. format will be displayed.

Other Scanned Documents

Select the "Other Scan Doc" tab on the SAD.

The document will be displayed in the table with the headings**" "Code"," File name" and "Status"** as shown in Figure 18.

Right click on the relevant document**.**

Click the "search" icon and view the information given on the document.

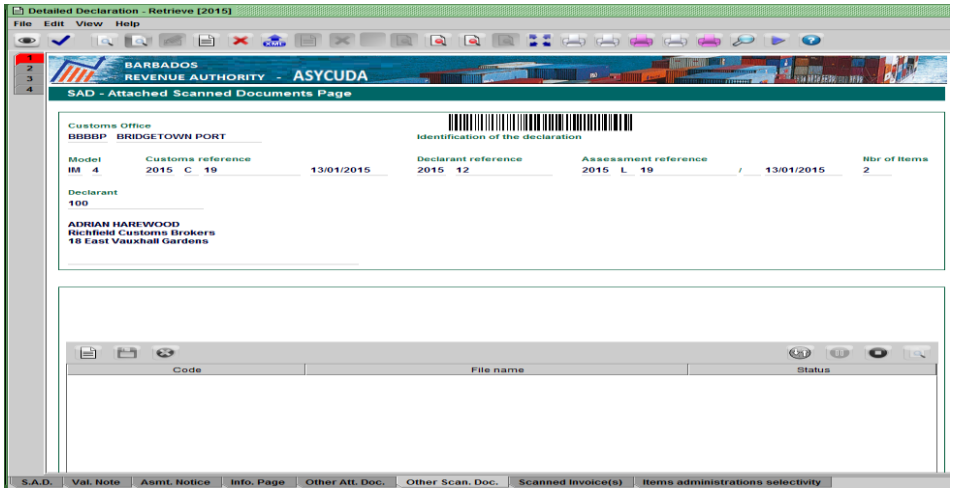


Figure 18 Other scanned documents page

4. Printing the SAD Report

The SAD report is a summary capturing the salient aspects of the SAD. It should be used by in-field examination officers to assist with the examination process. The Report can be accessed through the following path:

ASYCUDA>>>ASYCUDA World Reports>>>Admin Report>>>Reports

Right click on "**Reports"** and select "**open"** as shown in Figure 19.

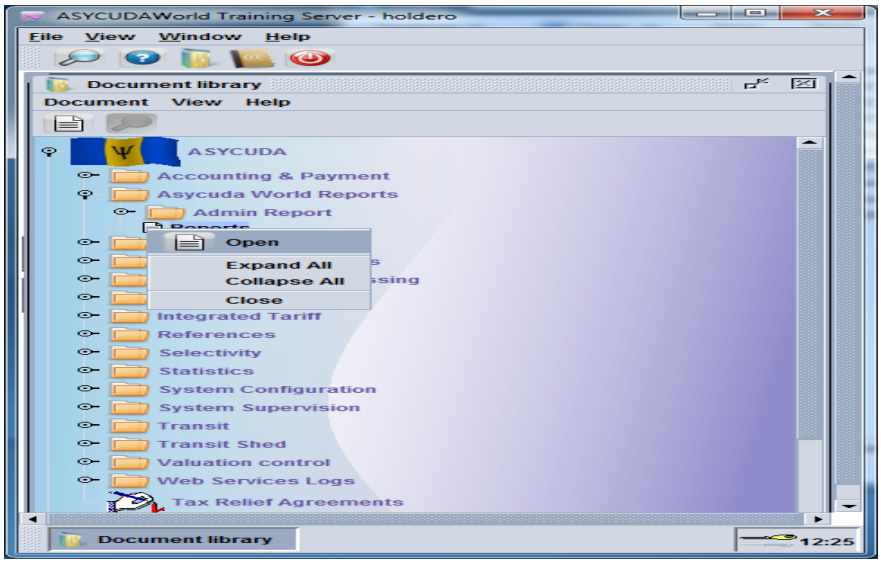


Figure 19 Accessing the SAD Report

The Reports Open box is displayed as shown in Figure 20.

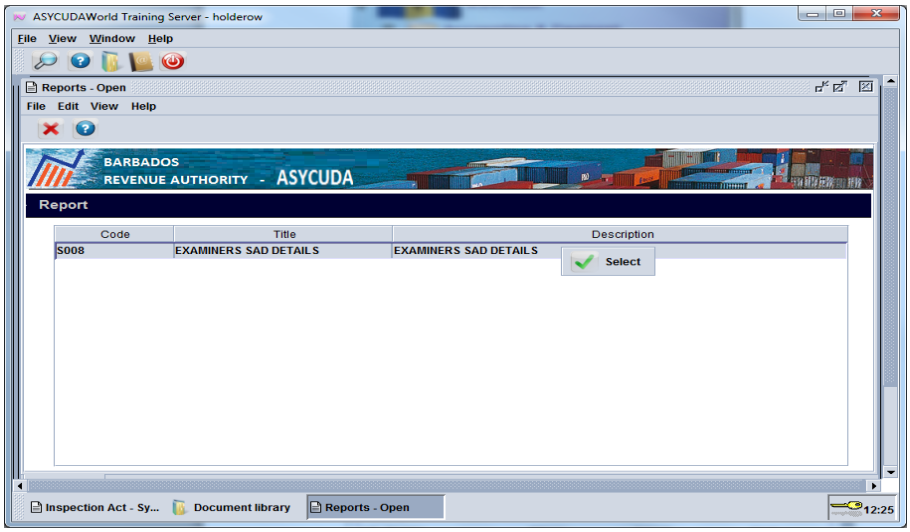


Figure 20 Reports Open box

Right click on the selected item and click "**select"** as shown in Figure 21. The "**Examiners SAD Details"** dialog box as shown in Figure 21is displayed.

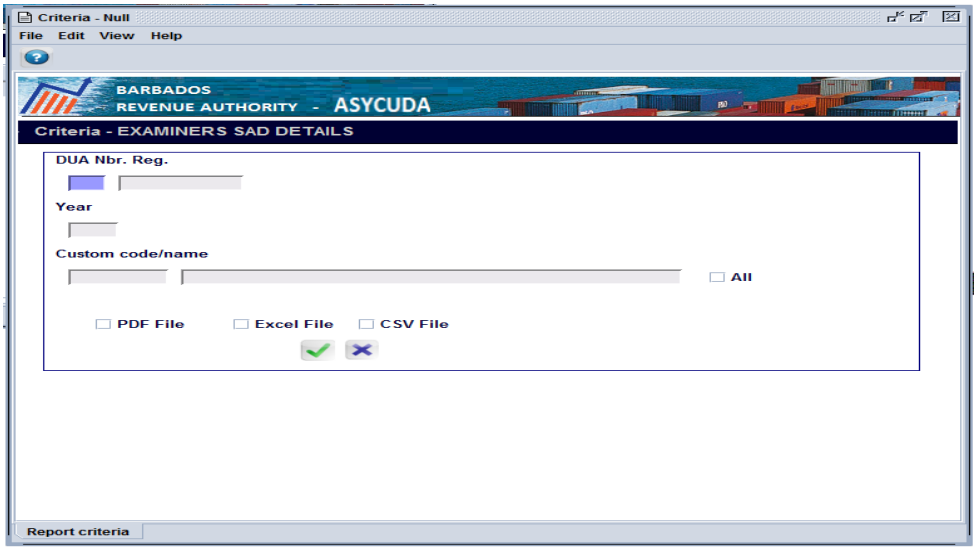


Figure 21 Examiners SAD Details box

Complete the details of the SAD and select "**PDF File"** and click the icon.
A "**Report confirmation"** dialog box is displayed as shown in Figure 22.

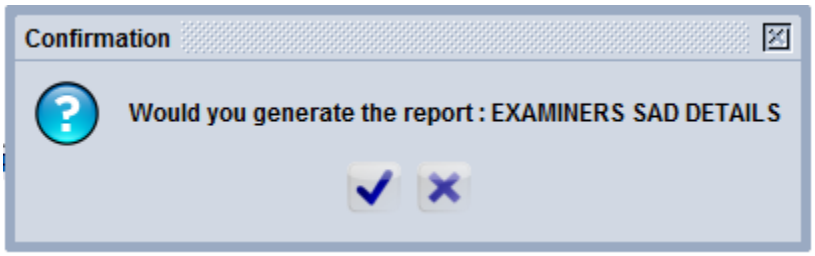


Figure 22 Report Confirmation dialog box

Select to confirm generation of the Report.

A report as shown in Figure 23 is generated. This Report summarises all the major activities of the SAD. Officers can use its details when conducting examinations instead of printing the whole SAD.

BARBADOS

Customs & Excise Department

EXAMINERS SAD DETAILS

Consignee Code : 20012414 Importer : FURNITURE LIMITED

Registration # : 2015 / C 50 Registration Date : 16-Jan-2015 Assessment #: L 49 Office: BBBBP

Assessed Total : $ 45,120.00 Customs Value: $ 16,000.00 No of Itms: 5

Item Number : 1 Extended Procedure : 4000 Additional Code : 000 - Common regime

Tariff Code	Commercial Description	Pkges	Itm XCD Invoice	Itm XCD Freight	Itm XCD Insurance	Item CIF	Item Tax
04011000000	Of a fat content, by weight, not exceeding	10	$ 10,000.00	$ 2,000.00	$ 3,000.00	$ 16,000.00	$ 45,120.00
04011000000	Of a fat content, by weight, not exceeding	10	$ 10,000.00	$ 2,000.00	$ 3,000.00	$ 16,000.00	$ 45,120.00
04011000000	Of a fat content, by weight, not exceeding	10	$ 10,000.00	$ 2,000.00	$ 3,000.00	$ 16,000.00	$ 45,120.00
04011000000	Of a fat content, by weight, not exceeding	10	$ 10,000.00	$ 2,000.00	$ 3,000.00	$ 16,000.00	$ 45,120.00
04011000000	Of a fat content, by weight, not exceeding	10	$ 10,000.00	$ 2,000.00	$ 3,000.00	$ 16,000.00	$ 45,120.00
Total :		50.00				$ 80,000.00	$ 225,600.00

Figure 23 Examiners SAD Details report.

5. Releasing the SAD

Step 1 Searching for the SAD

Follow the steps taken in Figure 1 to access the SAD.

Complete the finder with the appropriate criteria and click **"search".** The tabular results will be displayed as shown in Figure 19.

Right click on desired SAD and select **"clear declaration"** as shown in Figure 20.

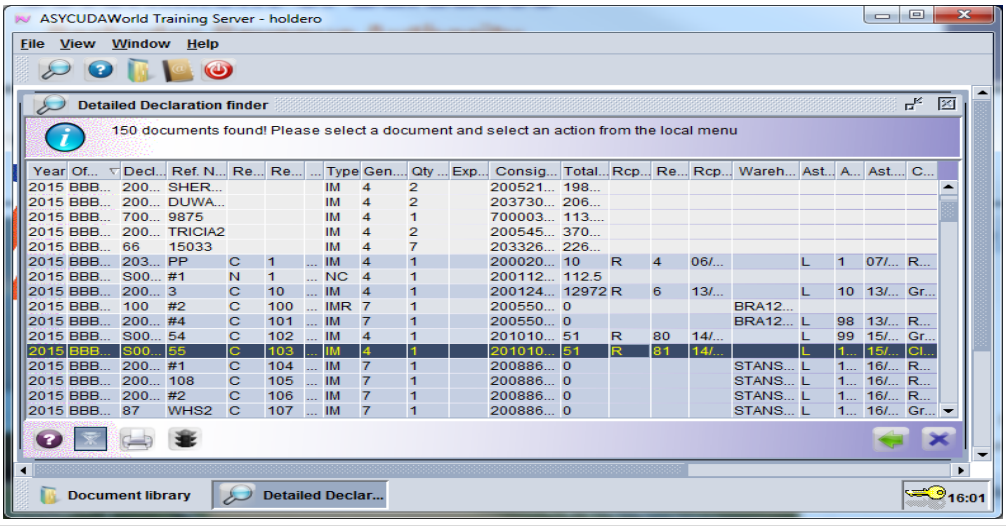


Figure 19 Tabular search results

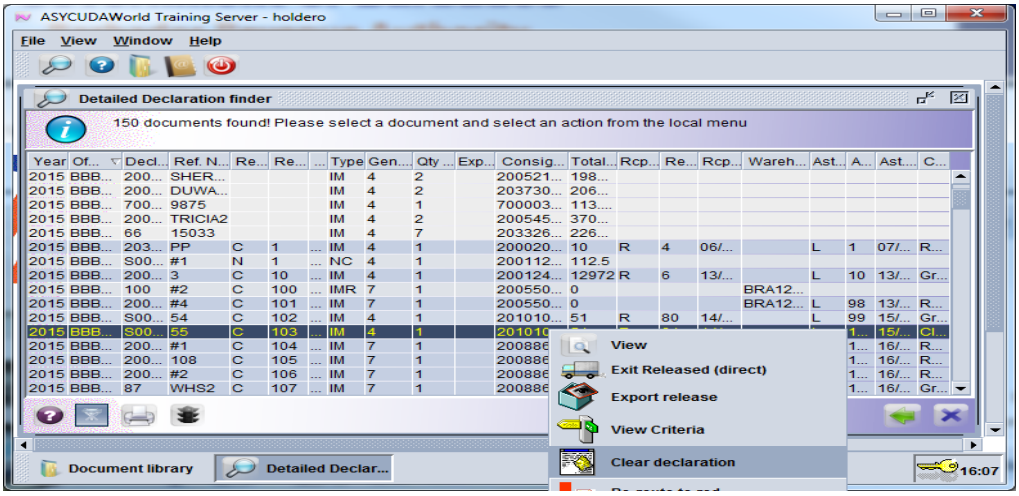


Figure 20 Selecting "Clear declaration"

The Inspection Act is displayed as shown in Figure 21.

Step 2 Complete the Inspection Act

Complete the relevant fields. The **"conform"** box should be unchecked where the importer breaches any importation requirements.

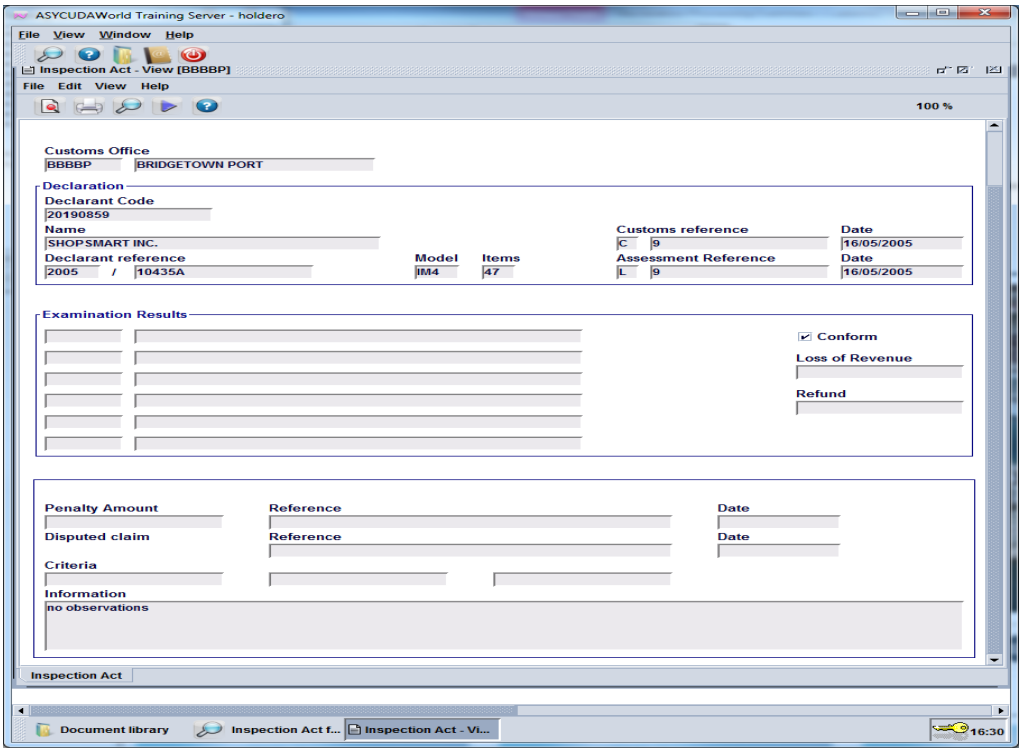


Figure 21 Inspection Act

Click on the "validate" icon shown in Figure 22.

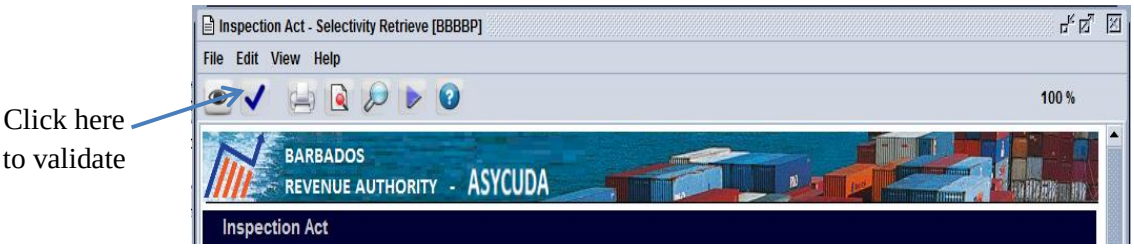


Figure 22 Validating the Inspection Act

Click the **"forward"** to go to the reroute option as illustrated in Figure 23.

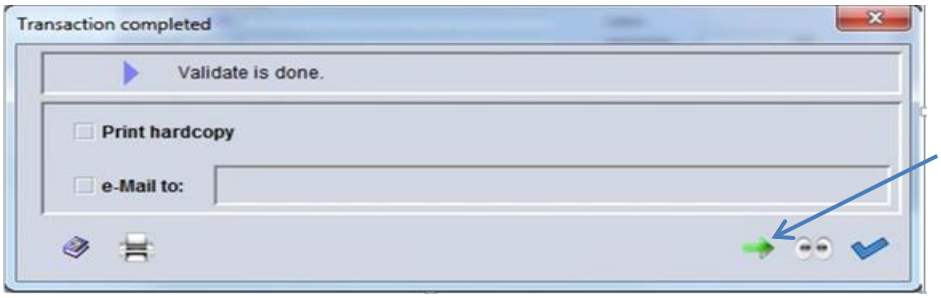


Figure 23 Accessing the re-route option

Step 3 Re-routing the SAD

The SAD must be re-routed after the completion of the Inspection Act.

Figure 24 shows the re-route options. Re-route to **"blue"** for post audit check and **"green"** for direct release. Tick the desired box and select the icon.

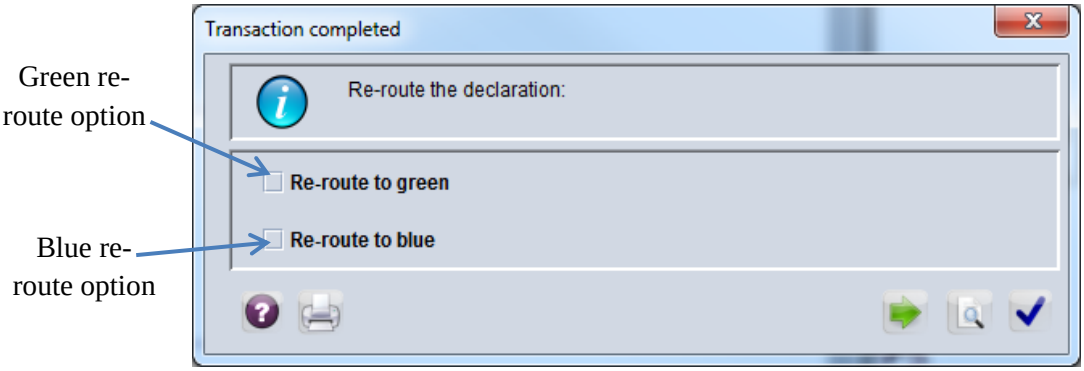


Figure 24 Re-route options

Selecting the "**green"** option will display the screen shown in Figure 25.

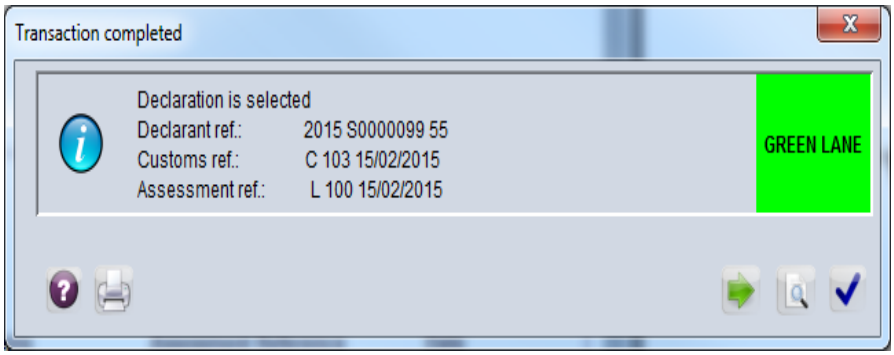


Figure 25 Display of re-routing to green

Selecting the blue option will display the screen shown in Figure 26.

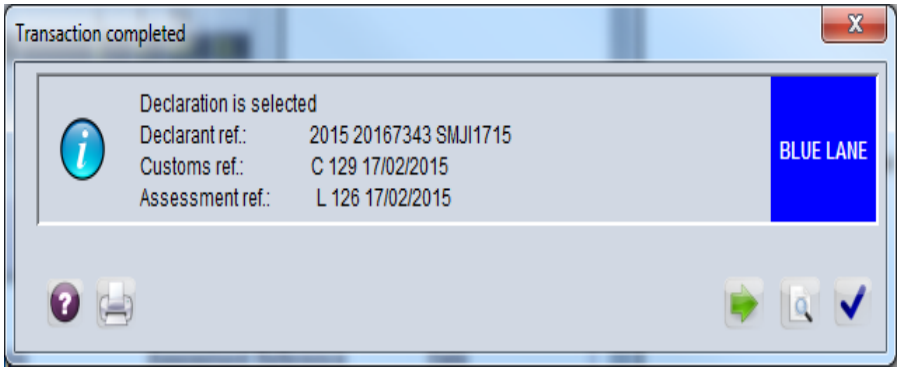


Figure 26 Display of re-routing to blue

The system will prompt with a dialog box to print the release order.

Sometimes during inspection a number of queries can be identified that require adjustments before the goods can be released. In such cases the entry should be re-routed to the query lane for adjustments by the Declarant.

The following steps should be used to re-route to the query lane:

Identify the entry through the finder and right click as shown in Figure 27

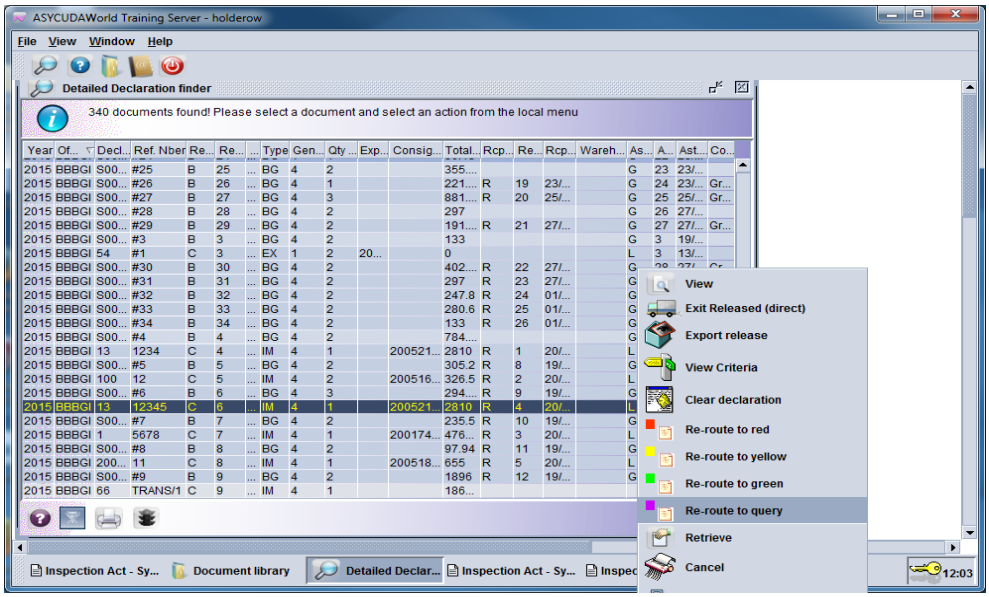


Figure 27 Re-routing entry to query lane

The following transaction box is displayed as shown in Figure 28.

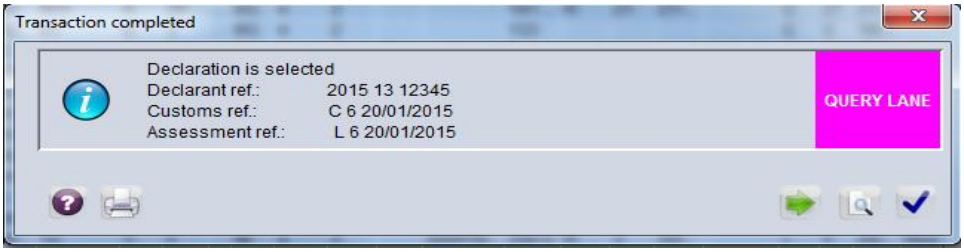


Figure 28 Transaction completion box for re-routing to query lane

6. Post Entry

Assessed, paid, cleared or exited declarations may be amended through a Post Entry. The process involves retrieving the SAD, amending it and then reassessing the declaration.

Retrieving the SAD

Use the Finder to retrieve the entry. Enter the necessary criteria and click search. The results of the Finder are shown in Figure 29.

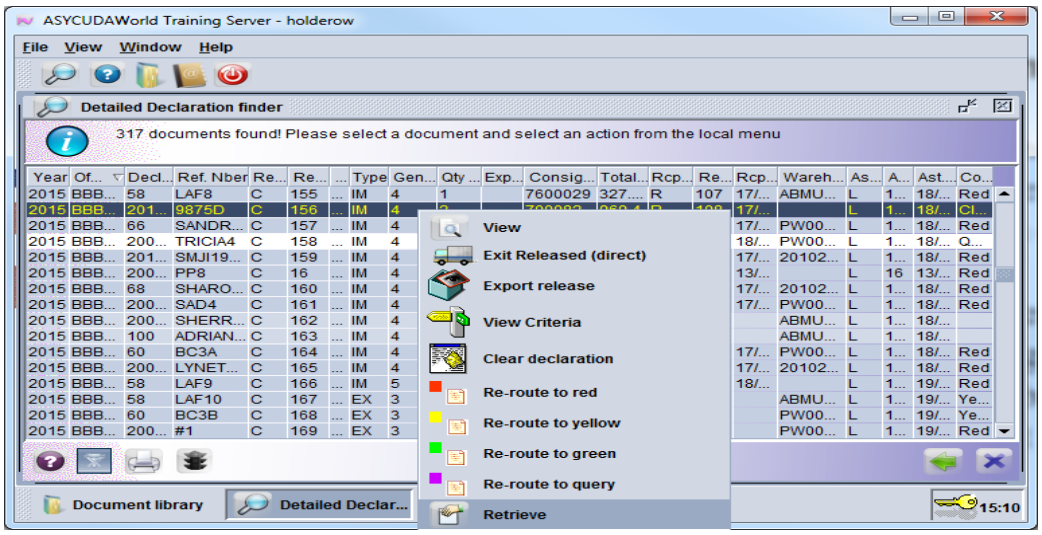


Figure 29 Results of search

Right click on "**retrieve"** and the SAD as shown in Figure 33 is displayed for amending.

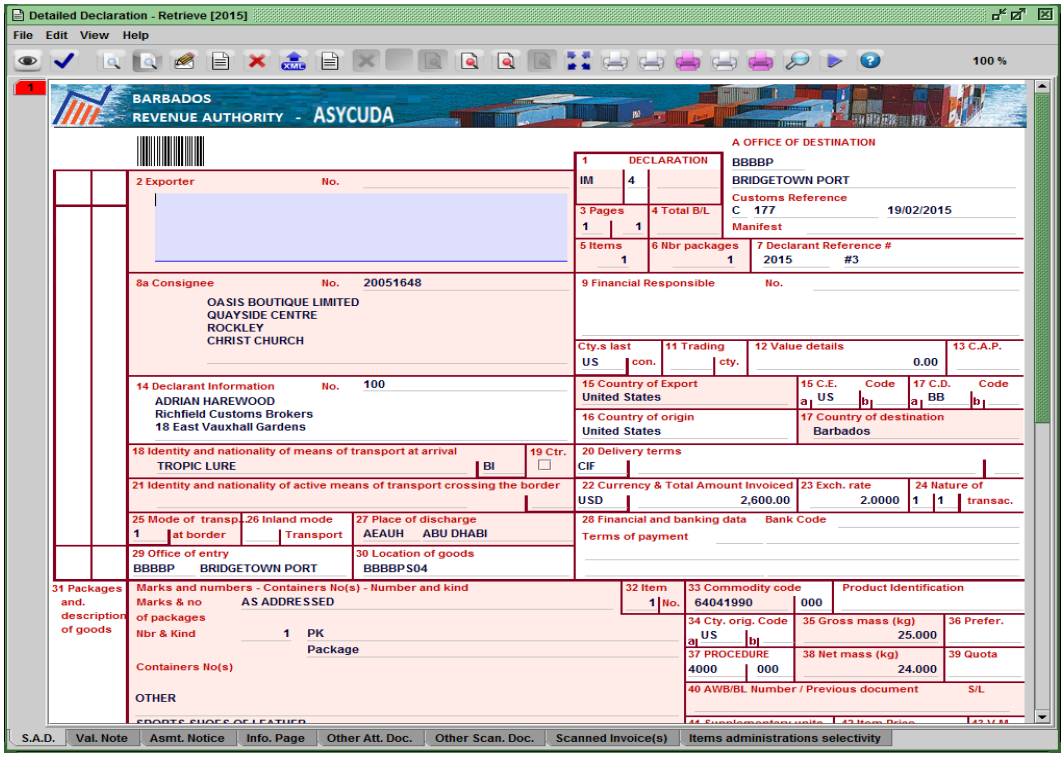
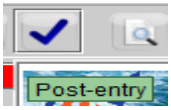


Figure 30 Retrieved SAD available for Post Entry activity

Select the blue icon 

and the following "**confirmation"** box shown in Figure 31 will be displayed.

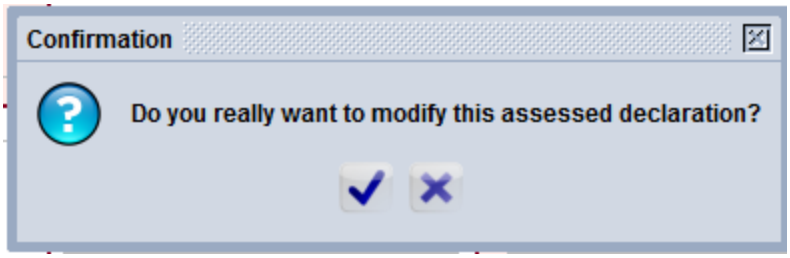


Figure 31 Prompt to modify SAD

Select yes to complete the process.

Select the and make the necessary changes.

A "**transaction completed" box i**s displayed as in Figure 32 giving relevant transaction information.

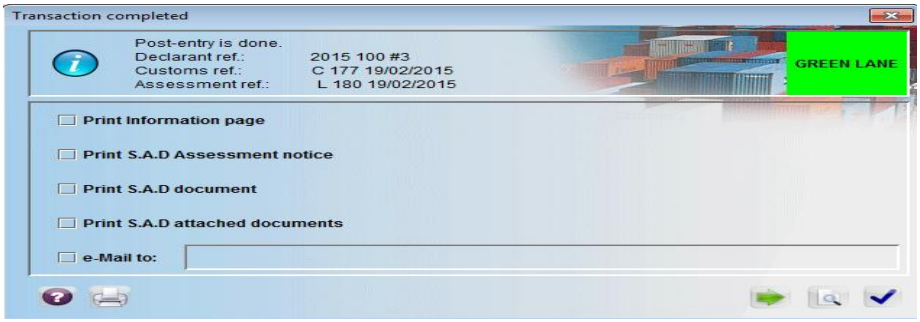


Figure 32 Transaction completed box

Another dialog box id displayed as shown in Figure 33 providing options to print information

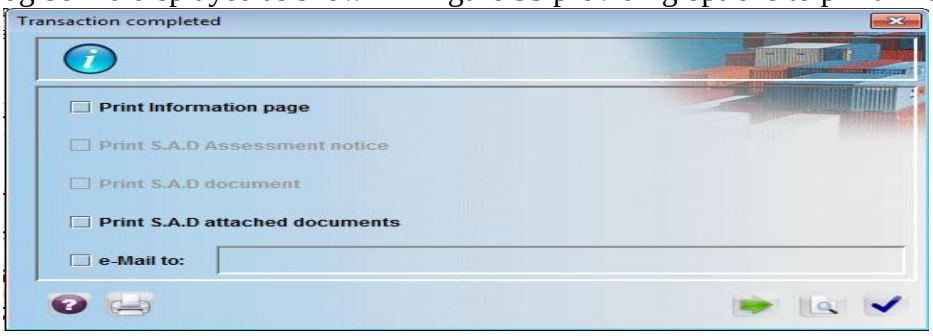


Figure 33 Transaction completion box with print options

The post entry information page and attached documents.

7. Amending the Manifest

Follow the below path to find a request to amend a manifest:

ASYCUDA>>>Cargo Manifest>>>Data Management>>>Manual Capture

Right click on "**Request to amend manifest"** as shown in Figure 34.

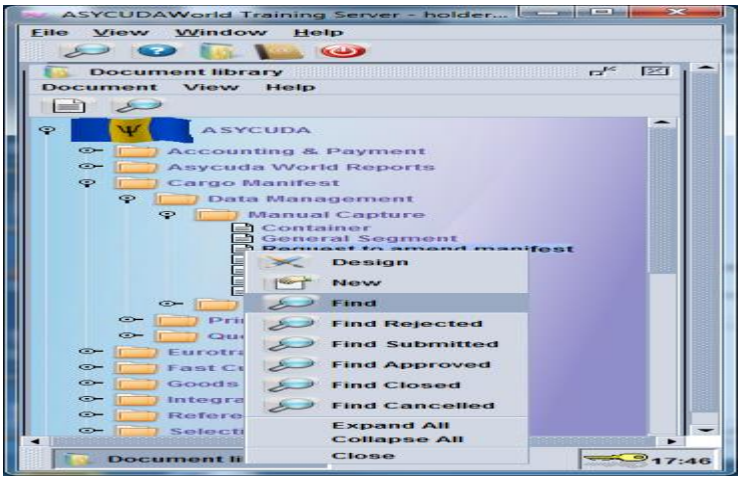


Figure 34 Finding a Request to Amend Manifest

The Request to Amend Manifest Finder is displayed as in Figure 35.

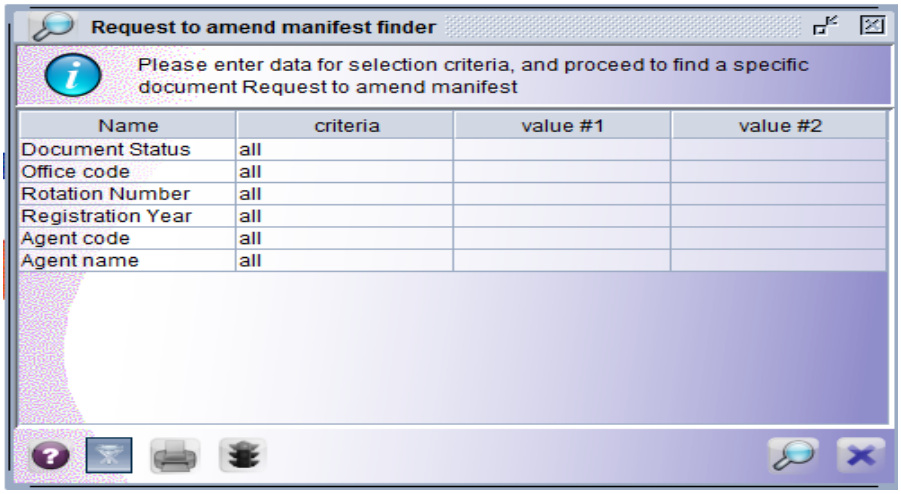


Figure 35 Request to Amend Manifest Finder

Enter the appropriate search details and click the search icon. The results of the Finder are shown in Figure 36. Right click on the desired amendment and select "**view".**

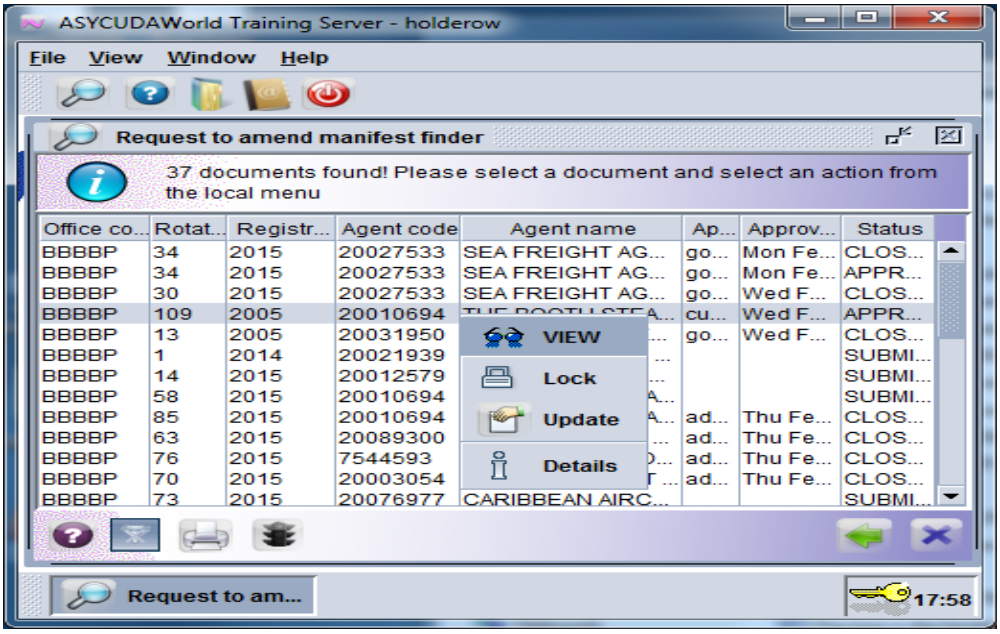


Figure 36 Results of Finder

IS THIS MANUAL COMPLETE??