



**BARBADOS
REVENUE AUTHORITY**



**NON-COMMERCIAL ITEMS
USER MANUAL**

**Prepared by
ASYCUDA World Project Unit**

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USER MANUAL FOR NON-COMMERCIAL ITEMS

1.0 NC4 SAD

The NC4 SAD is a simplified document to be used for the collection of duties for non-commercial imported goods.

2.0 Accessing the SAD

Follow the following path to access the document:

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

Right click on Detailed Declaration and select “New” as shown in Figure 1.

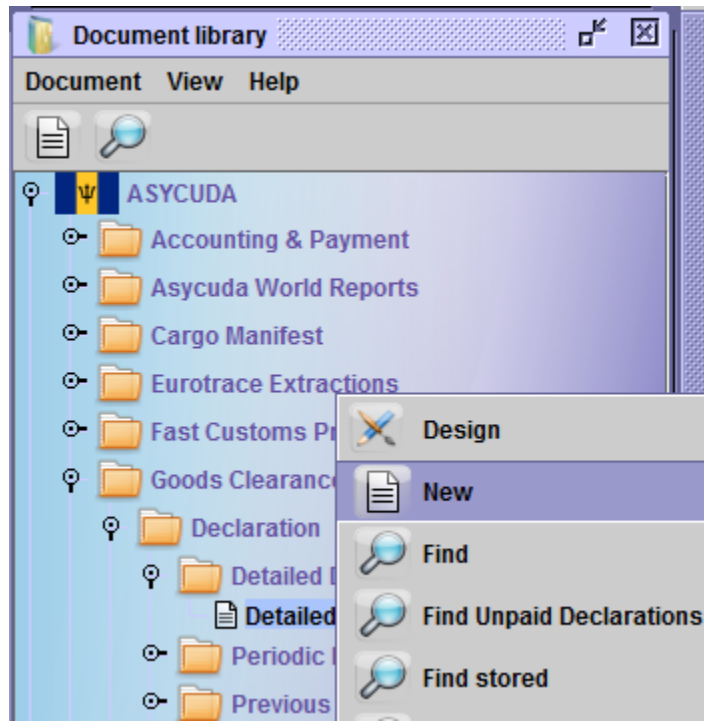


Figure 1 Accessing the NC4

A new SAD is displayed as shown in Figure 2.

3.0 Creating the NC4

The importer is required to present the Officer with a Simplified Declaration Form from which the manifest and waybill numbers will be obtained.

Select the **Office Code: BBBBP / BBBGI** from the drop down box as shown in Figure 2.

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

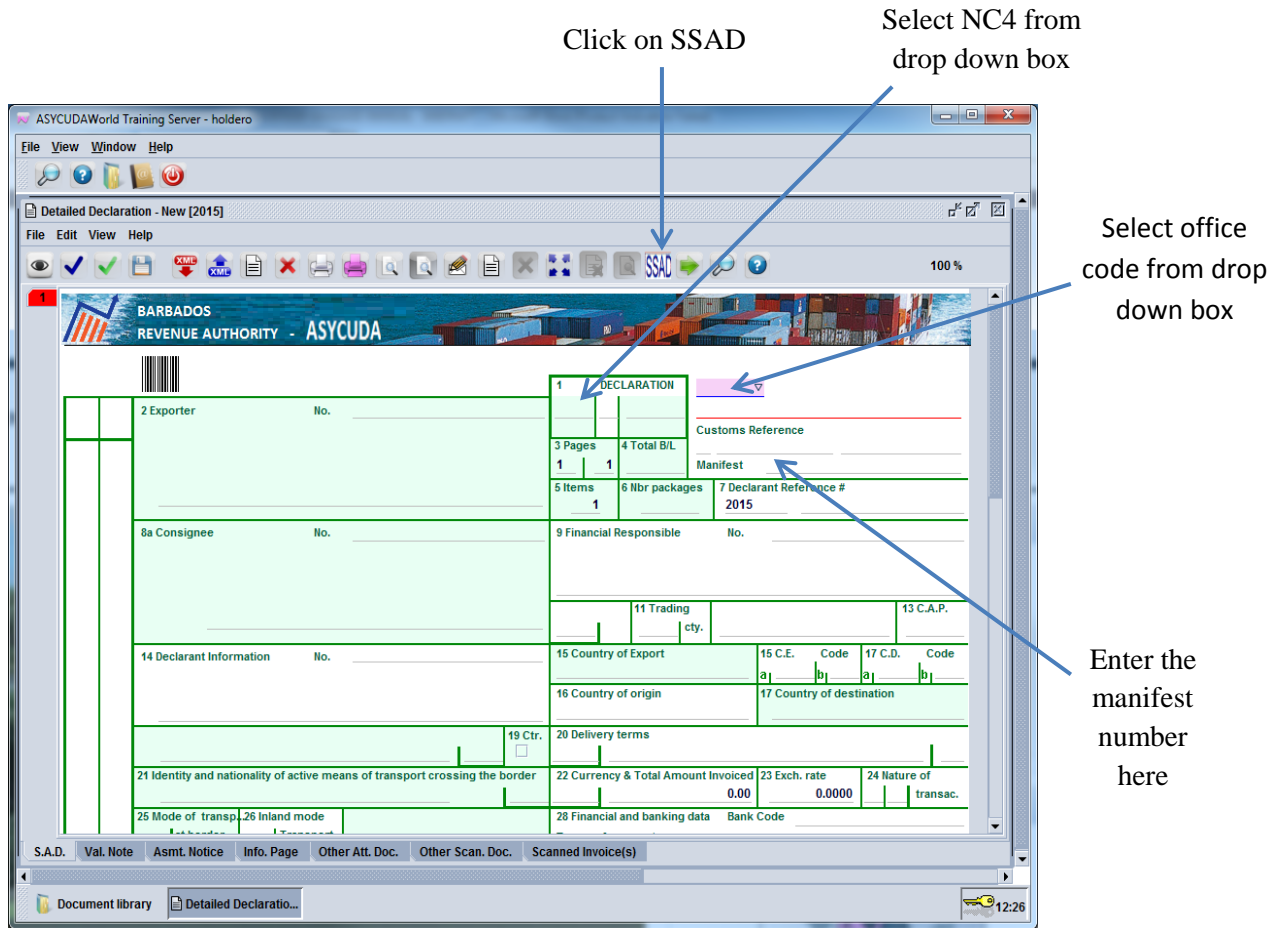


Figure 2 New Simplified SAD

Insert the Manifest number using the format year and number. **Example: 2015 120**

Insert the Waybill number in Box 40 as shown in Figure 3.

Click on the  tool on the menu bar.

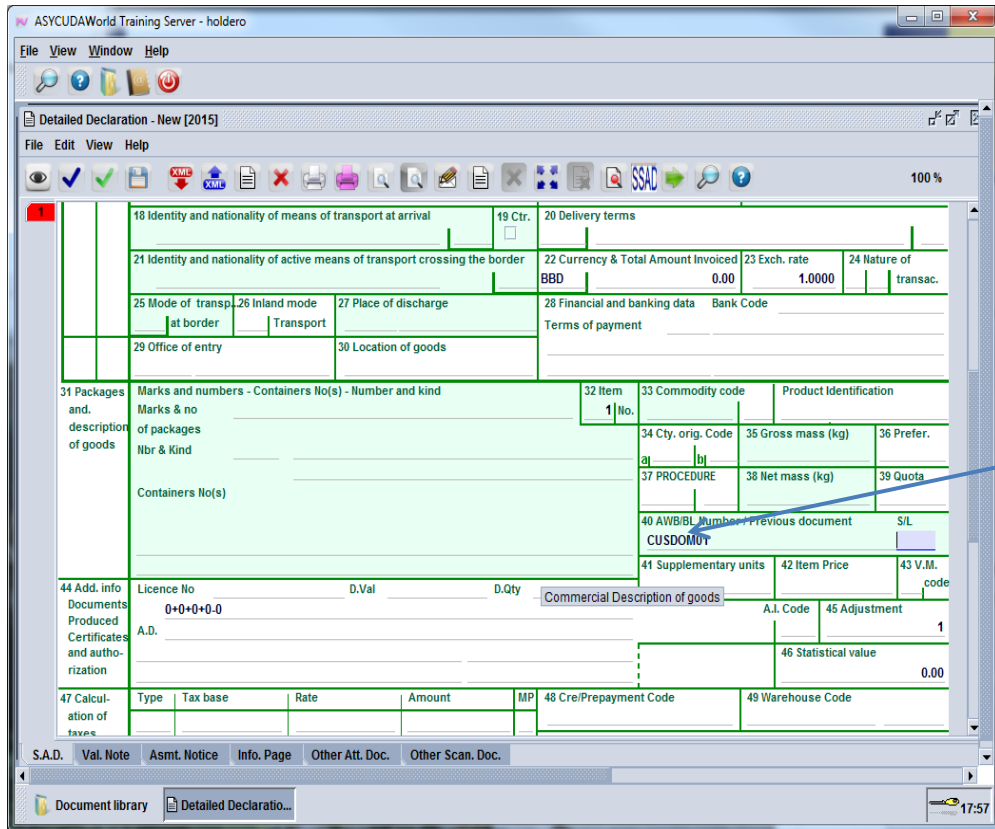


Figure 3 Inserting waybill number

The system will display the prompt as shown in Figure 4 “Do you want to generate items page?”

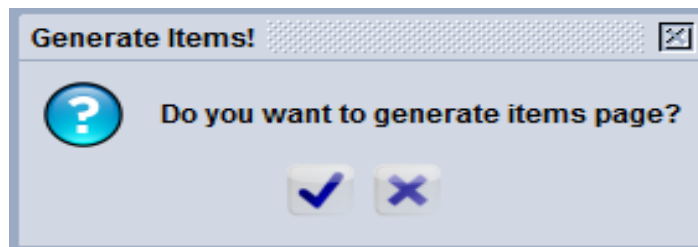



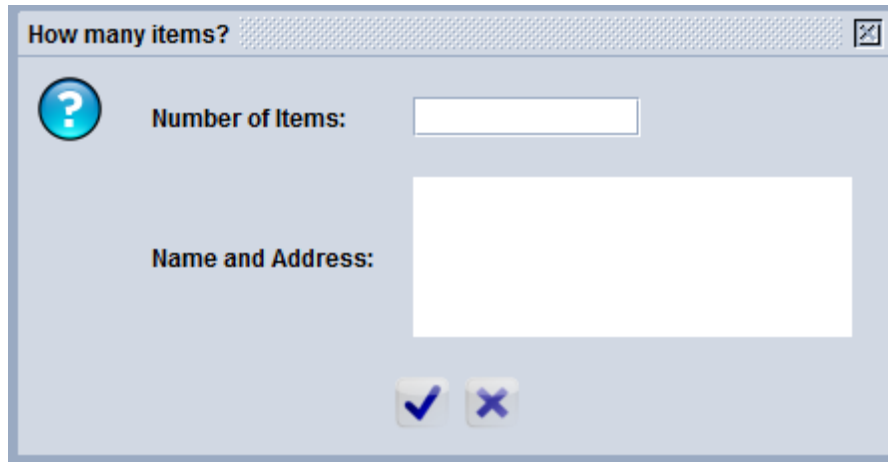
Figure 4 System prompt to generate items pages

Select the  to continue and the system will display the dialog box shown in Figure 5. The appropriate fields should be completed as follows:

Number of items – insert the number of items based on a tariff number.

Name and Address – insert the passengers and address.

The number of items relate to the various categories of items to be classified.

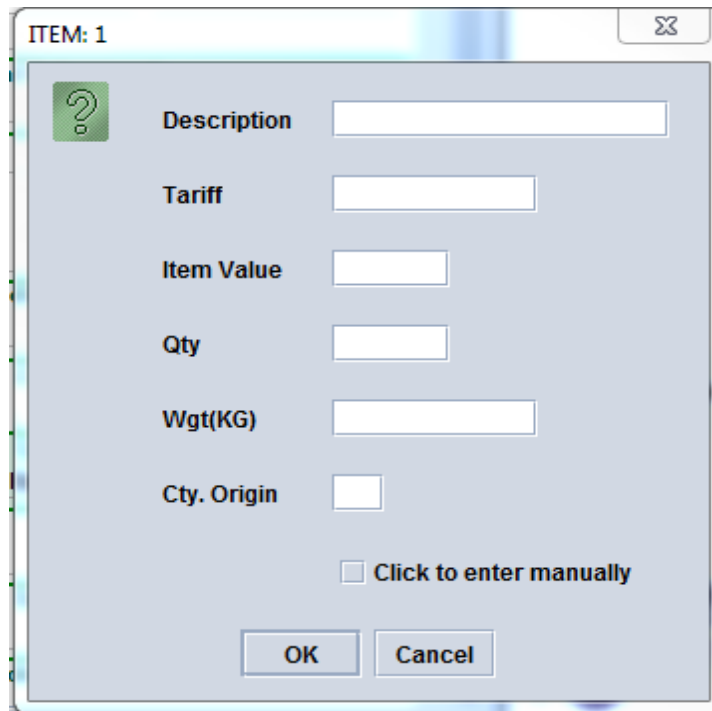


The dialog box has a title bar with the text "How many items?" and a close button. On the left side, there is a blue circular icon with a white question mark. The main area contains two input fields: "Number of Items:" followed by a single-line text box, and "Name and Address:" followed by a larger multi-line text box. At the bottom, there are two buttons: a blue checkmark icon and a blue 'X' icon.

Figure 5 Details of items to be classified.

Select the option to continue.

The dialog box in Figure 6 is displayed by the system.



The dialog box has a title bar with the text "ITEM: 1" and a close button. On the left side, there is a green square icon with a white question mark. The main area contains six input fields: "Description" (single-line), "Tariff" (single-line), "Item Value" (single-line), "Qty" (single-line), "Wgt(KG)" (single-line), and "Cty. Origin" (checkbox). Below these fields is a checkbox labeled "Click to enter manually". At the bottom, there are two buttons: "OK" and "Cancel".

Figure 6 Item dialog box

Complete the box using Figure 7 as an example.

Description: Select appropriate description from the list provided (if the desired description is absent the user may change it before assessing the SAD)

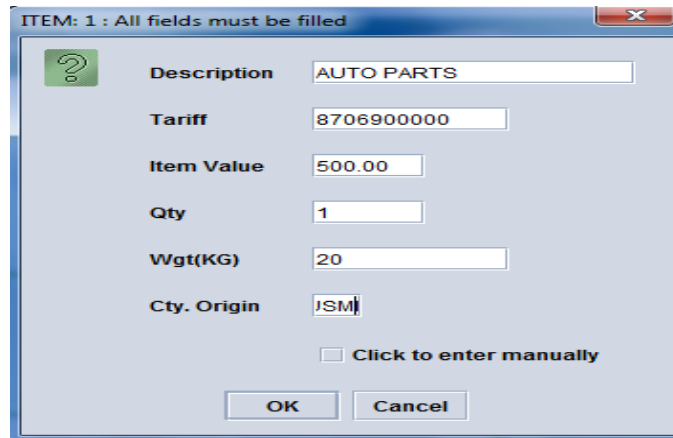
Tariff: The system auto completes this field based on the description selected; however the user may insert the appropriate tariff number when required.

Item Value: Insert the item's cost in BDS\$.

Quantity: Insert the supplementary quantity of the item.

Weight: Insert the item's weight in kilograms.

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




Field	Value
Description	AUTO PARTS
Tariff	8706900000
Item Value	500.00
Qty	1
Wgt(KG)	20
Cty. Origin	ISM

Figure 7 Completed item dialog box

Select the  option.

The number of dialog boxes presented by the system is determined according to the number of items stated in Figure 5. This number of items determine the number of lines in the SAD.

4.0 Verifying the SAD

Click on the  icon to verify the document. The following alert shown in Figure 8 will be displayed if there are no errors.

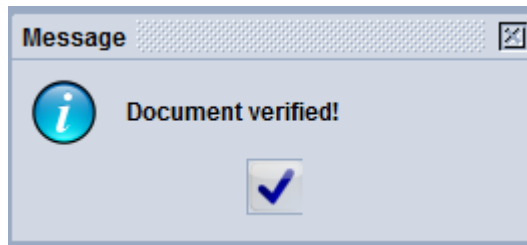


Figure 8 Document verify dialog box

Where errors are detected, the system will display an error list as shown in Figure 9.

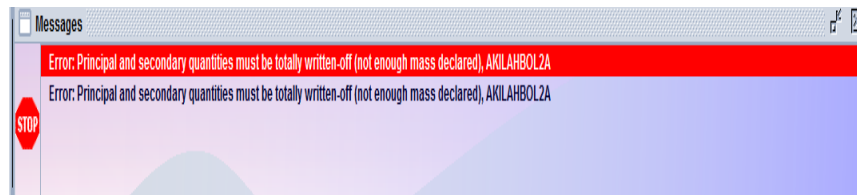



Figure 9 System error list

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 are corrected.

5.0 Assessment and Payment

Select the  to validate and the system will display a reminder for completing the attached documents page as shown in Figure 10.

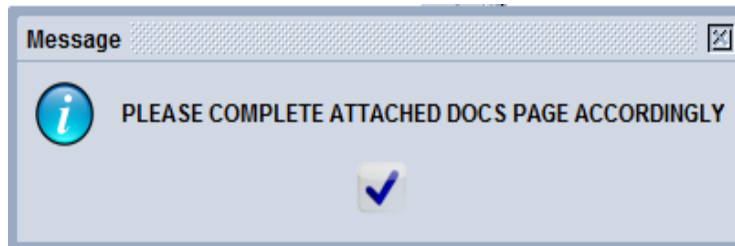



Figure 10 Reminder to attach documents where required.

Select Validate and Assess  to continue. The system will display a message prompt “Do you really want to assess this declaration?” as shown in Figure 10.

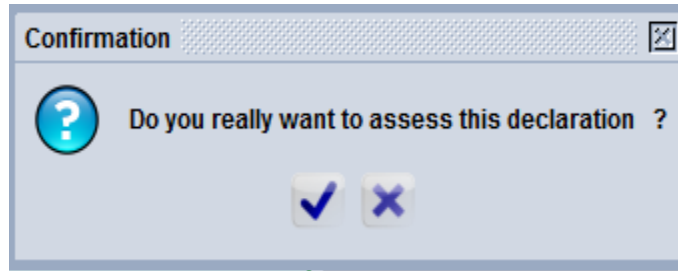


Figure 10 Assessment request

Select to confirm and continue. If Automatic Payment is configured in ASYCUDA, a “**Transaction completed**” notice will be displayed.

Select the “**Automatic Payment SAD**” box and click the drop down arrow to display the forms of payment available as shown in Figure 11.

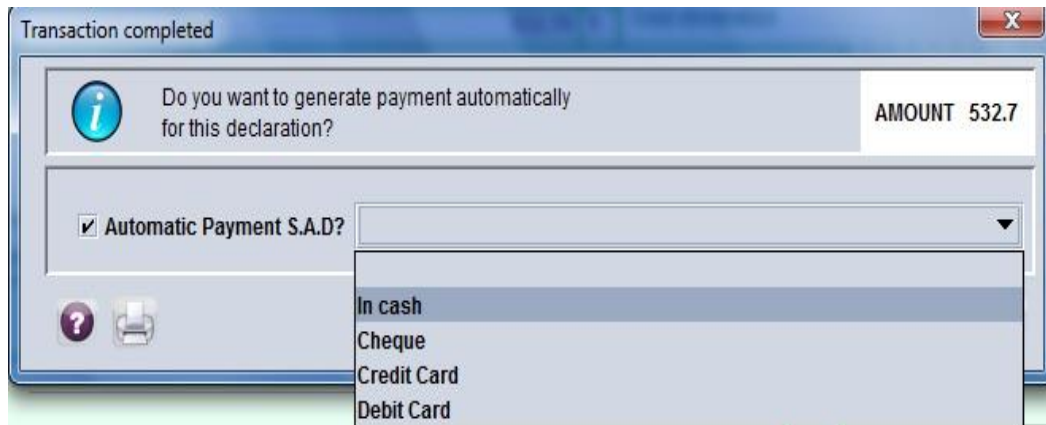


Figure 11 Forms of payments method

6.0 Printing the Receipt

Click the and the system will display the message “transaction completed” as shown in Figure 12.

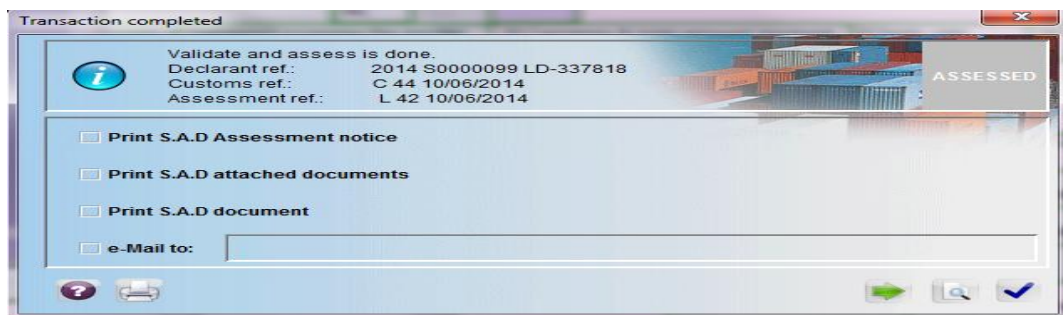


Figure 12 Transaction completion box

The dialog box will provide various print options and an option to email the print out.
A choice to print will result in the display of a confirmation to print the receipt as shown in

Figure 13. If accepted the receipt then prints.

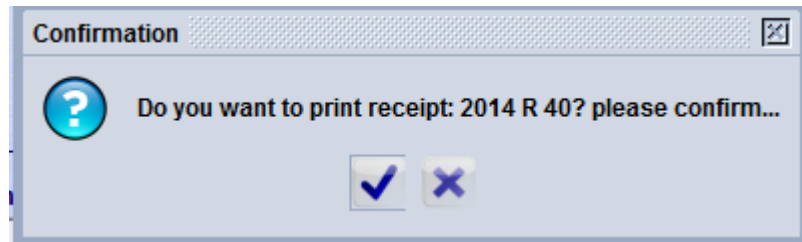


Figure 12 Transaction confirmation box.