



**BARBADOS  
REVENUE AUTHORITY**



## **PASSENGER BAGGAGE USER MANUAL**

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## 1.0 BG4 SAD

The BG4 SAD 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.

## 2.0 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.

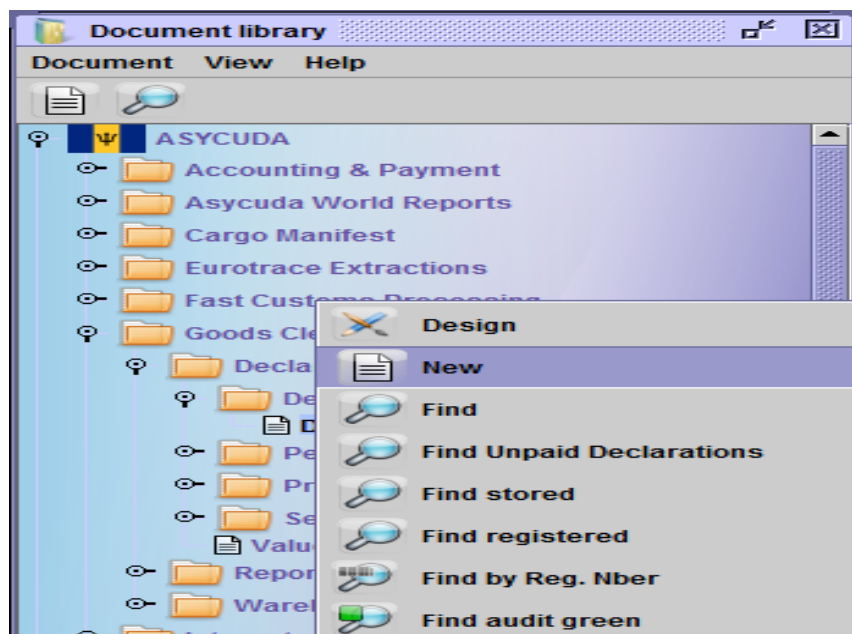


Figure 1 Accessing the PB4 SAD

The new simplified form is displayed in Figure 2.

## 3.0 CREATING THE SAD

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.

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

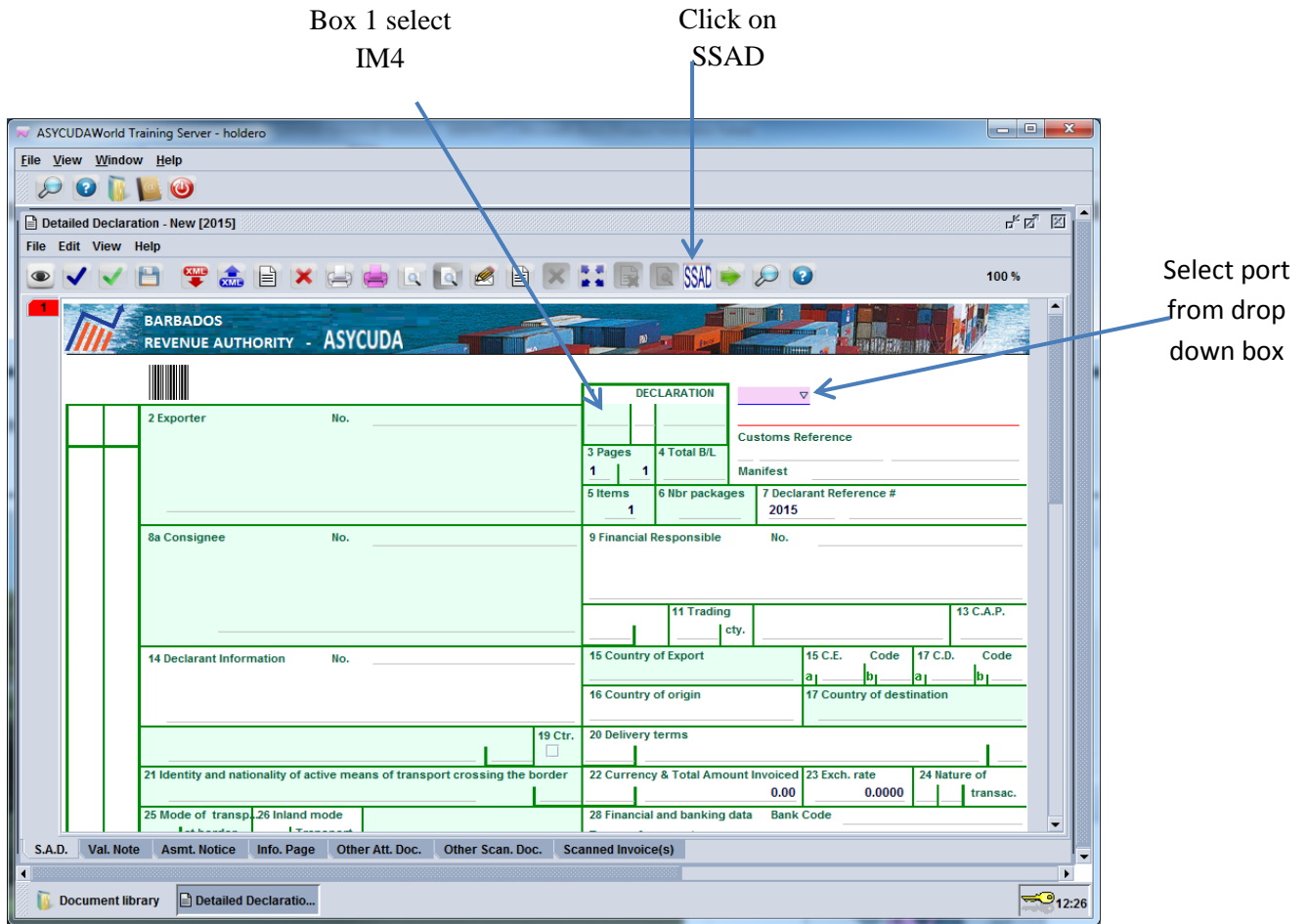


Figure 2 New Simplified SAD

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

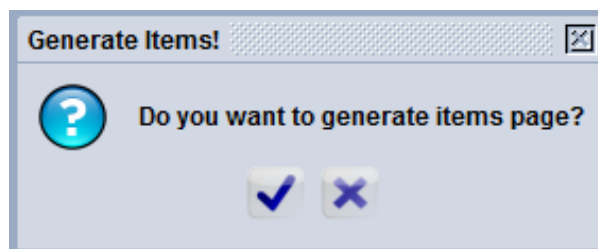


Figure 3 System Prompt to generate pages

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.

**Name and Address** – insert the passengers and address

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

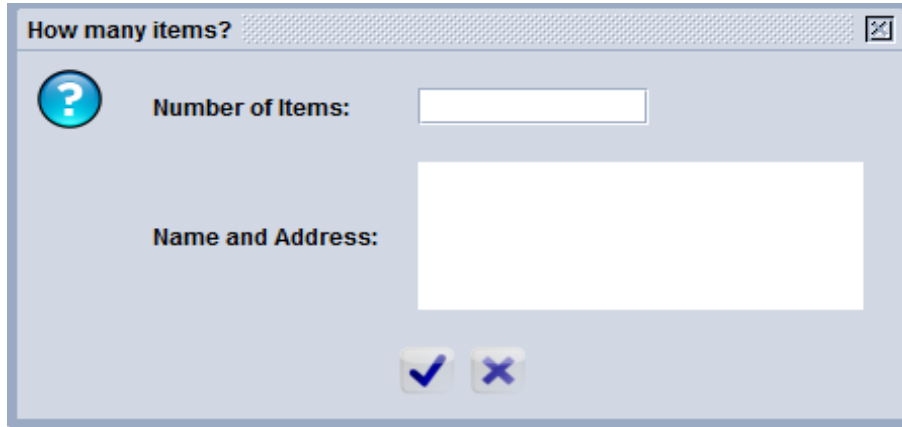


Figure 4 Details of items to be classified.

Select the  option to continue.

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

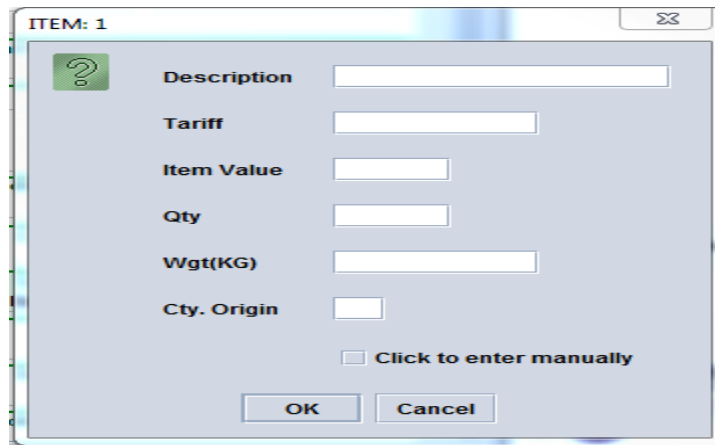


Figure 5 Item dialog box

Complete the box using Figure 6 as an example.

- Description:** Select appropriate description 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\$.
- 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.

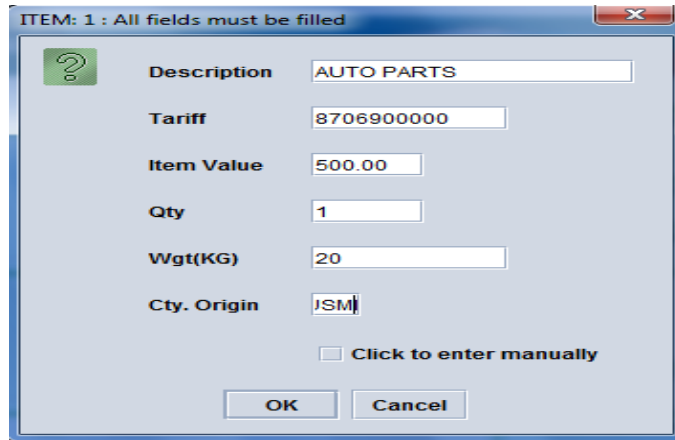


Figure 6 Completed item dialog box

Select the  option.

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

#### 4.0 VERIFYING THE SAD

Click on the  icon to verify the document. The alert shown in Figure 7 will be displayed if there are no errors.

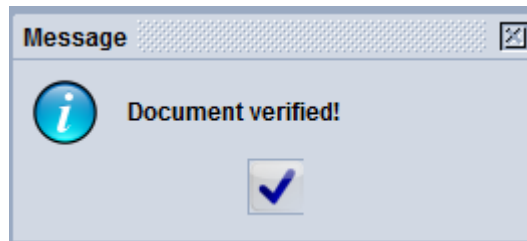


Figure 7 Document verify dialog box

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

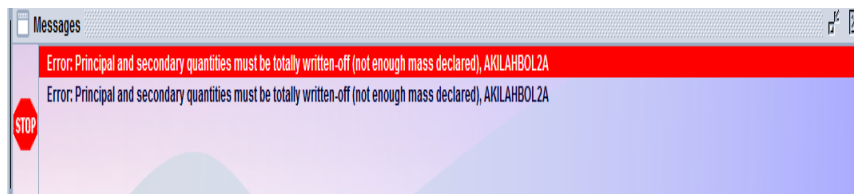


Figure 8 System error list

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 are corrected.

## 5.0 ASSESS AND PAYMENT

Select the  to validate and the system will then display a reminder for completing the attached documents page as shown in Figure 9.

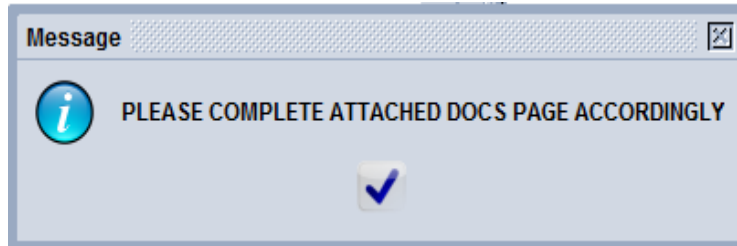


Figure 9 Reminder to attach documents where required.

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.

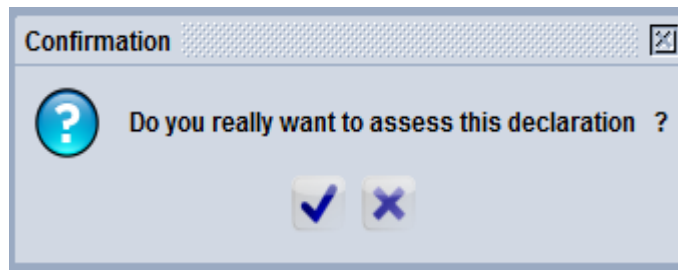


Figure 9 Assessment request

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 10.

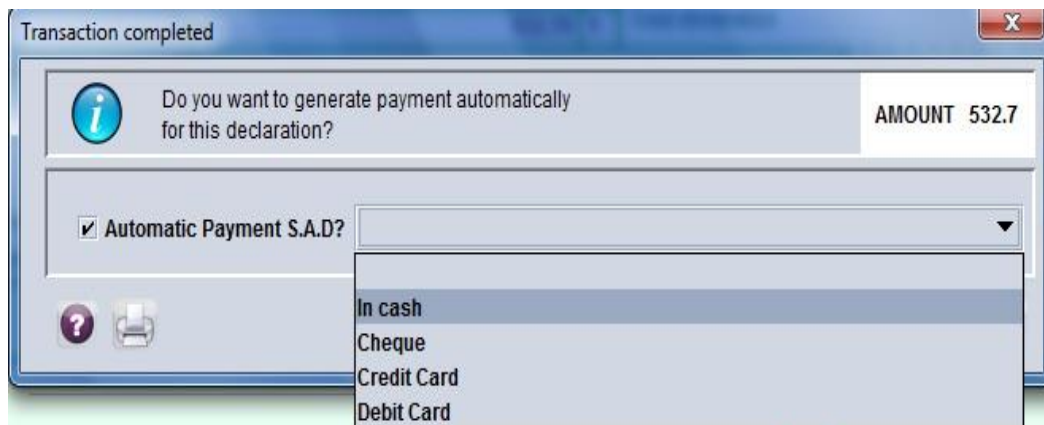



Figure 10 Forms of payments method

## 5.0 PRINTING THE RECEIPT

Click the  and the system will display the message “transaction completed” as shown in Figure 11.

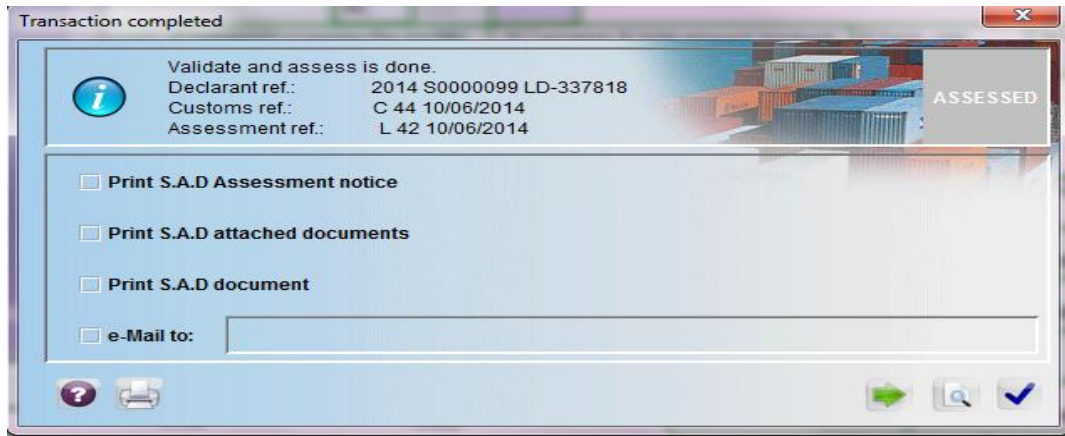


Figure 11 Transaction completion box

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 12.

If accepted the receipt is printed.

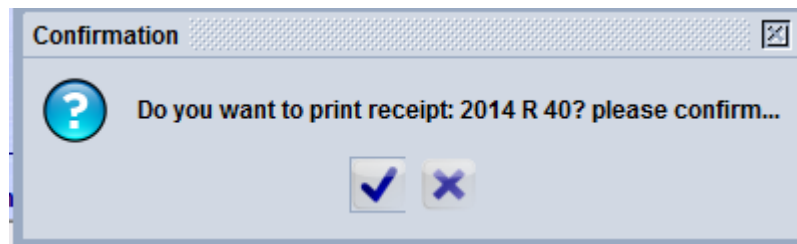


Figure 12 Transaction confirmation box.