



PASSENGER BAGGAGE

USER MANUAL

Prepared by

ASYCUDA World Project Unit

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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.

🔋 Document library	y d ^e	×
Document View H	lelp	
 		
🗢 🧰 Accountin	ng & Payment	
🗢 🚞 Asycuda V	World Reports	
🗢 🚞 Cargo Mai	nifest	
○- □ Eurotrace	Extractions	
○- □ Fast Cust	Dracassing	33
🗣 🚞 Goods Cle	🔀 Design	
🌳 🚞 Decla	New	
9 🚞 De 🖹 🛙	S Find	
O- 📄 Pe	Find Unpaid Declarations	
⊙ Pr ⊙ Sa	>> Find stored	
⊙ Se ⊇ Valu	Find registered	
O- DRepor		
• Warel	🏓 Find audit green	

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.

	Box 1 select	Click on
	IM4	SSAD
	X	
N ASYCUDAWorld T	raining Server - holdero	
<u>File View Window</u>		
🕑 💽 🚺		
Detailed Declara		
File Edit View	ныр 🚏 💩 🖹 🗙 🛶 🛶 🔍 💽 🖉 🛓 💌 1	Select port 5
	BARBADOS	from drop
	REVENUE AUTHORITY - ASYCUDA	down box
	2 Exporter No.	
	-	3 Pages 4 Total B/L
		1 1 Manifest 5 Items 6 Nbr packages 7 Declarant Reference #
		5 Items 6 Ibr packages 7 Declarant Reference # 2015
	8a Consignee No	9 Financial Responsible No.
		11 Trading 13 C.A.P.
		cty.
	14 Declarant Information No.	15 Country of Export 15 C.E. Code 17 C.D. Code
		16 Country of origin 17 Country of destination
		20 Delivery terms
	21 Identity and nationality of active means of transport crossing the border	22 Currency & Total Amount Invoiced 23 Exch. rate 24 Nature of 0.00 0.0000 transac.
	25 Mode of transp. 26 Inland mode	28 Financial and banking data Bank Code
S.A.D. Val. Note		anned Invoice(s)
•		
🚺 🚺 Document lib	prary Detailed Declaratio	212:26

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 \checkmark 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.

How man	ıy items?		X
2	Number of Items:		
	Name and Address:		
		✓ ×	

Figure 4 Details of items to be classified.

Select the \checkmark option to continue.

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

	ITEM: 1			J
	?	Description		
11		Tariff		l
		Item Value		
1		Qty		
		Wgt(KG)		ľ
		Cty. Origin		
			Click to enter manually	L
		ок	Cancel	

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.

ITEM: 1 : A	II fields must be	filled
3	Description	AUTO PARTS
	Tariff	8706900000
	Item Value	500.00
	Qty	1
	Wgt(KG)	20
	Cty. Origin	ISM
		Click to enter manually
	OF	Cancel

Figure 6 Completed item dialog box

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

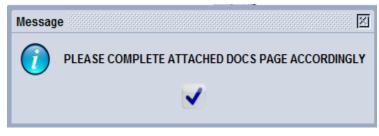


Figure 9 Reminder to attach documents where required.

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

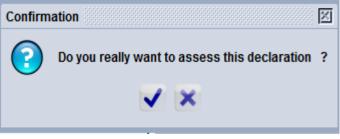


Figure 9 Assessment request

Select **v** 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.

nsaction completed		
for this declaration?	ate payment automatically	AMOUNT 532.
✓ Automatic Payment S.A.D?		•
0.00	In cash	
U B	Cheque Credit Card Debit Card	

Figure 10 Forms of payments method

5.0 PRINTING THE RECEIPT

Click the **v** and the system will display the message "transaction completed" as shown in Figure 11.

Print S.	A.D Assessment r	notice	and the second s
Drint C	A.D attached docu	umente	
	A.D attached doct	iments	
🔄 e-Mail t	o:		

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.

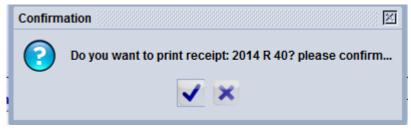


Figure 12 Transaction confirmation box.