



**BARBADOS  
REVENUE AUTHORITY**



**T1  
CARGO CUSTODIAN 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 T1 Manual creates the environment for the movement of cargo between ports and clearing stations for home use and or exportation. It offers Customs, Cargo Consolidators and Carrier Agents a facility to efficiently monitor the movement of goods between domestic ports to ensure that they adhere to domestic regulatory requirements.

The Manual therefore provides a step by step guide for the operation of the T1 within ASYCUDA World. The T1 is completed by the Cargo agents and approved by Customs.

## 2. Completing the T1

This document is used for goods that have been entered at one port to be moved to another port for home use or exportation. The document can be prepared for goods on an 821 or a House waybill.

Use the following path to create the document:

**ASYCUDA>>>Transit>>>National**

Right click on T1 and select “new” as shown in Figure 1.

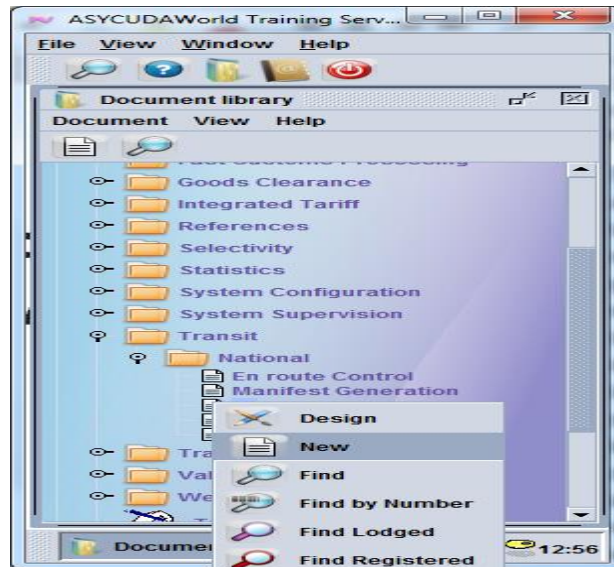


Figure 1 Accessing the T1

The T1 document shown in Figure 2 is displayed.

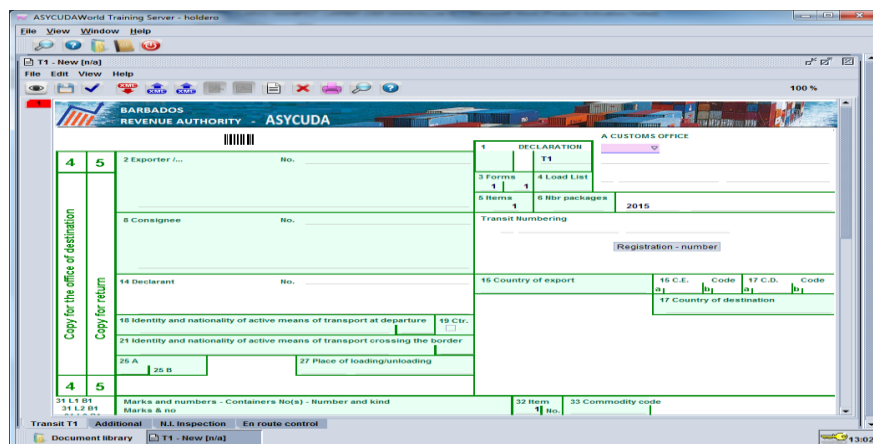

The image shows a screenshot of the ASYCUDA World Training Server interface displaying a new T1 document form. The form is titled 'T1 - New [n/a]' and is presented in a grid layout. The top of the form features the 'BARBADOS REVENUE AUTHORITY - ASYCUDA' logo and a 'A CUSTOMS OFFICE' header. The form contains several sections with numbered fields: 1. DECLARATION (T1), 2. Exporter (No.), 3. Forms (1), 4. Load List (1), 5. Items (1), 6. Nbr packages (2015), 7. Transit Numbering (Registration - number), 8. Consignee (No.), 14. Declarant (No.), 15. Country of export, 16. C.E. Code (21), 17. C.D. Code (01), 18. Country of destination, 19. Ctr., 20. Ctr., 21. Identity and nationality of active means of transport at departure, 22. Identity and nationality of active means of transport crossing the border, 25. A, 25. B, 27. Place of loading/unloading, 31. L1 B1, 31. L2 B1, 32. Item No., 33. Commodity code. The bottom of the form has a status bar with 'Transit T1', 'Additional', 'N.I. inspection', and 'En route control' tabs. The bottom right corner shows the system clock as 13:02.

Figure 2 Display of new T1

Complete the T1 using information from the Transit Waybill. The document should only be prepared when the cargo is ready to be moved to the other port or customs examination station. This preparation of the T1 is done by the cargo custodian.

### 3. Lodging the T1

Click on the  to lodge the T1 and the system will display the “**Lodge done**” box as shown in Figure 3.

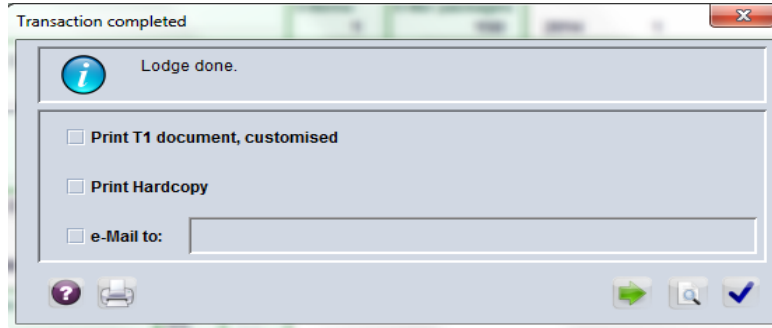



Figure 3 Lodge Done box

### 4. Registering the T1

Click on the  icon and the system will display the “**Transaction Completed**” box shown in Figure 4.

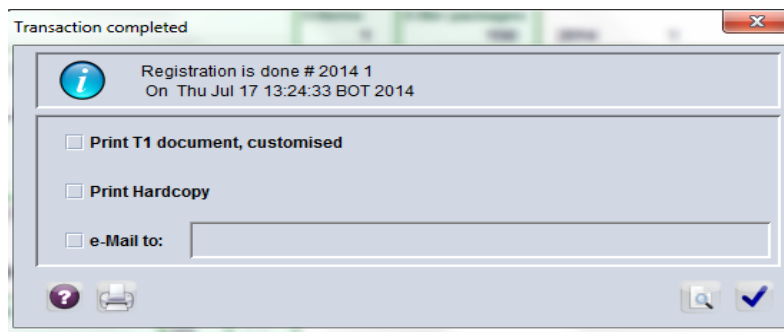


Figure 4 Registration Completed box

The Manifest Registration number and the T1 Reference number shall be given to the Shed Officer at the dispatch office. This information will be used to verify that the manifest has been registered at the destination office.

## 5. Validating the Departure of the T1

Customs is responsible for releasing the T1 from the port of importation. The cargo custodian shall submit the relevant details of the T1 to the officer.

The officer shall use the following steps to find the registered T1:

**ASYCUDA>>>Transit>>>National**

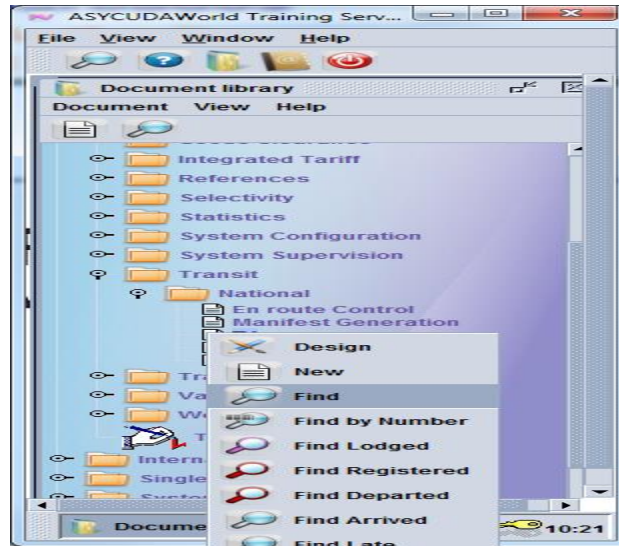



Figure 5 Finding a registered T1

Right click on “**find**” and the T1 Finder is displayed. Enter the relevant search information and click on the search  icon and the results of the finder are shown in Figure 6.

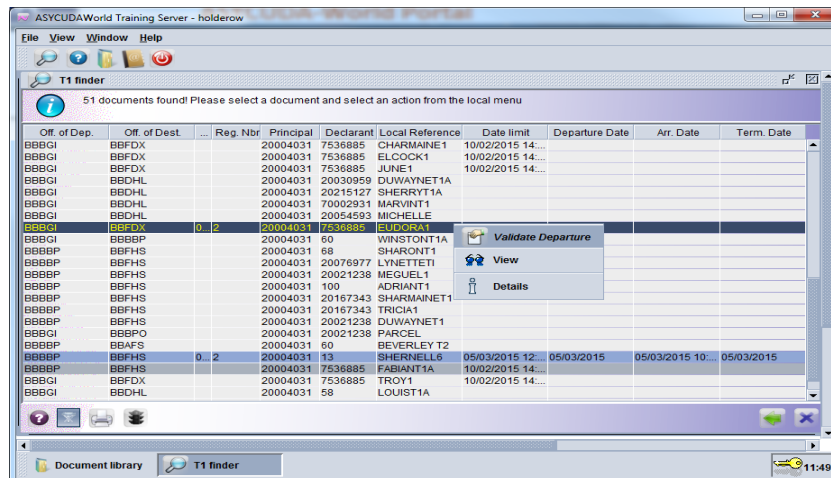


Figure 6 Results of T1 finder



Right click on the appropriate SAD and select “**validate departure**” as shown in Figure 6.

The T1 is displayed as in Figure 7.

Figure 7 Display of T1

After the officer has examined the goods to his satisfaction he shall complete Section D as shown in Figure 8.

Figure 8 Section D of T1 for officers comments.

Click the  and  to verify and validate the departure of the T1. A

A Validate Departure box as shown in Figure 9 is displayed.

Figure 9 Figure 9 "Validate Departure done" box

## 6. Goods Arrival Transactions

Access the T1 using the following steps:

**ASYCUDA>>>Transit>>>National**

Right click on T1 and select find as shown in Figure 10.

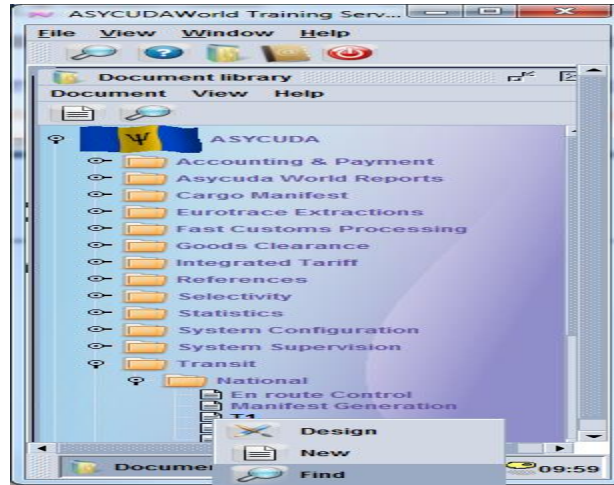



Figure 10 Finding the T1

Enter the relevant T1 search criteria in the Finder and select the search  icon. The results of the criteria are displayed in Figure 11.

Right click on the desired SAD and select “**goods arrival**” as shown in Figure 11.

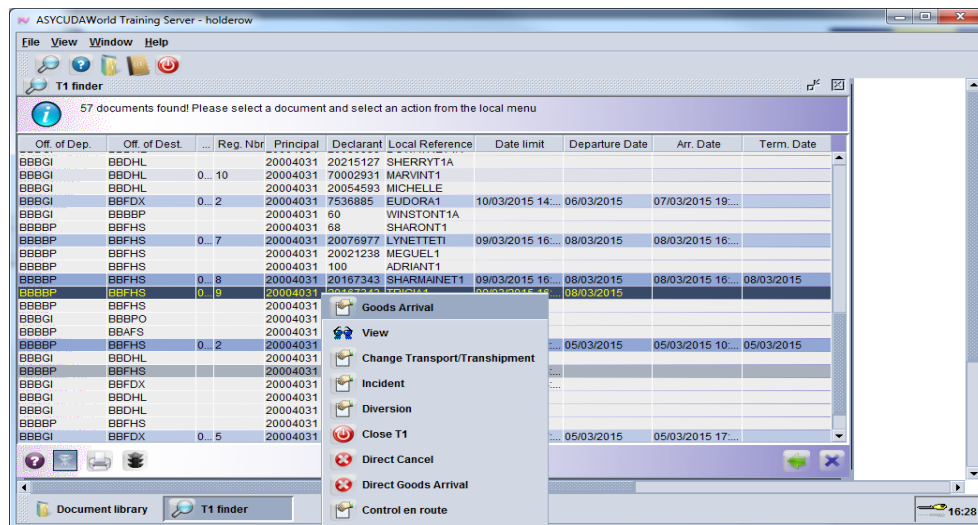


Figure 11 Choosing goods arrival

The T1 is displayed as shown in Figure 12.



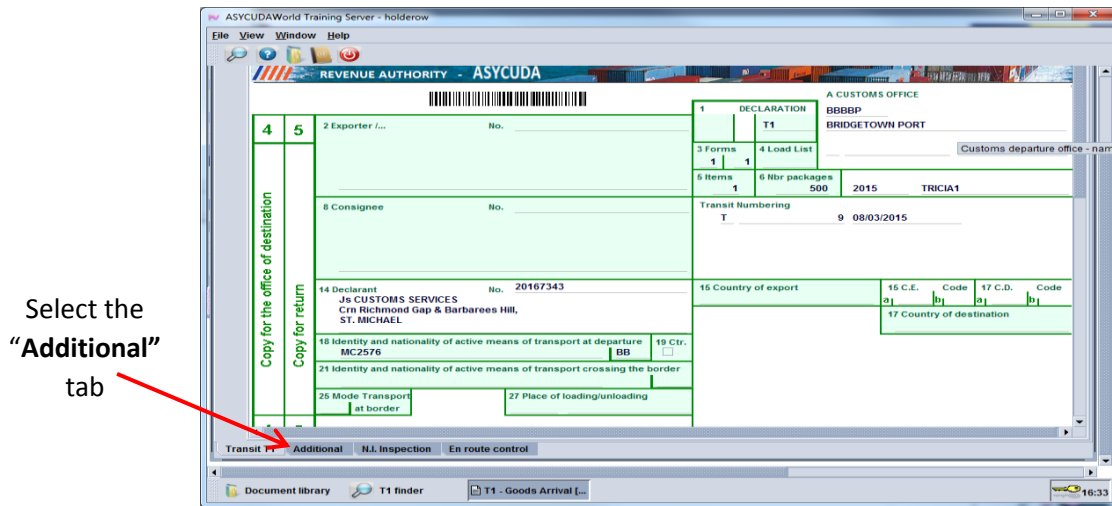


Figure 12 Display of T1

Select the “**additional**” tab shown in Figure 12 and scroll to Section “**I**” as shown in Figure 13.

I - CONTROL BY OFFICE OF DESTINATION (COMMUNITY TRANSIT)	
Date of arrival: 08/03/2015 17:34	Copy no 5 returned
Examination of seals: Examined seals and found intact	on _____
Remarks: Goods received in good order	after registration under
	No _____
	Signature: _____ Stamp: _____

Figure 13 T1Section “I”

Click on the date of arrival and it is inserted by the system. Complete the “**Examination of seals**” and “**Remarks**” sections.

Verify and Validate the goods arrival and the “**Validate Goods Arrival done**” transaction box is displayed.

**NB: The “I” section should be completed immediately as the goods arrive.**

## 7. Validate Goods Arrival

Validation of arrival must be completed after an examination of the goods.

Use the finder as shown in Figure 10 to find desired SAD.

Right click on the SAD and select “**validate arrival**” as shown in Figure 14.

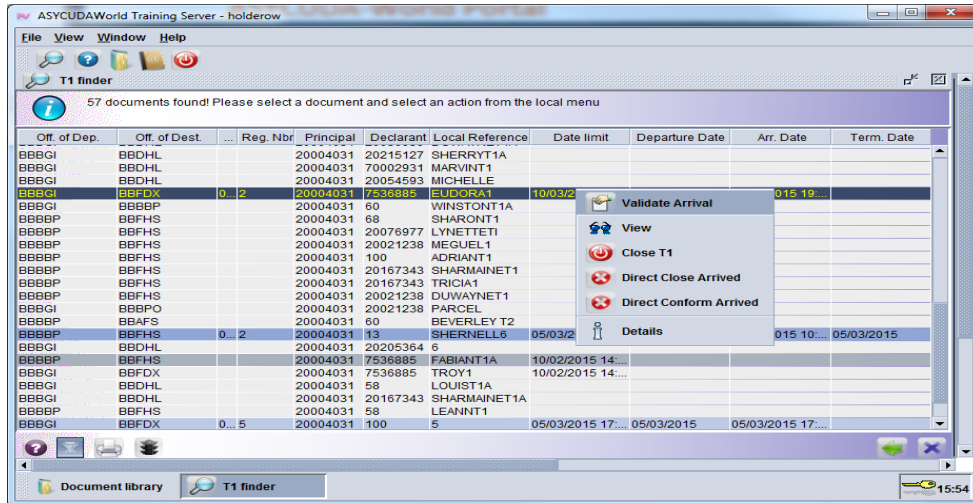





Figure 14 Selecting “validate arrival”

Record any additional remarks in Section “I”.

Click the  to verify and  to confirm as shown in Figure 15 if the examination indicates that the goods conforms to the condition it leaves the departing station. A validation done box is displayed.

Click  icon if the goods do not conform as shown in Figure 15.

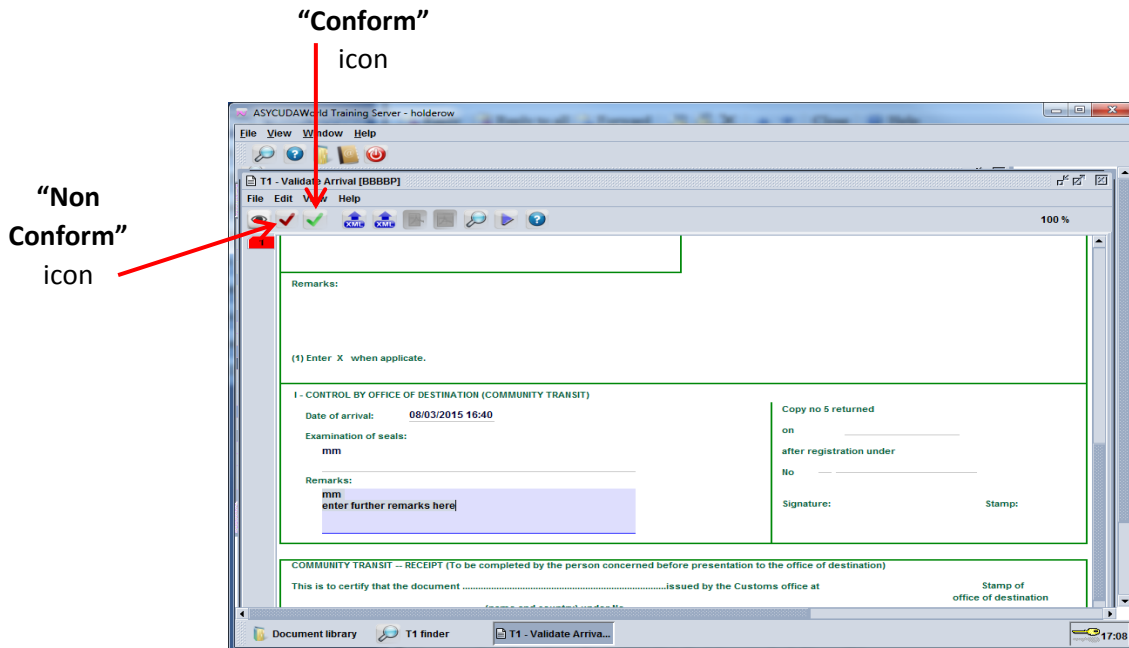


Figure 15 Display of T1.

A Non Conform done box as shown in Figure 16 is displayed if the non-conform icon is selected.

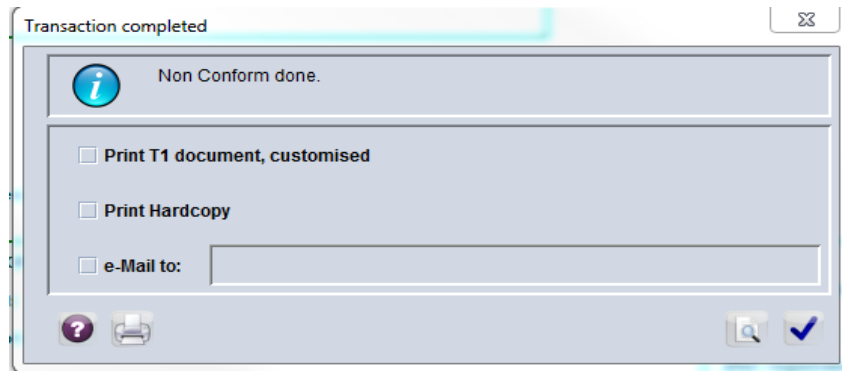


Figure 16 Non Conform box

The T1 is not closed at this point and can either be modified by selecting right clicking on the SAD and selecting modify non-conform as shown in Figure 17.

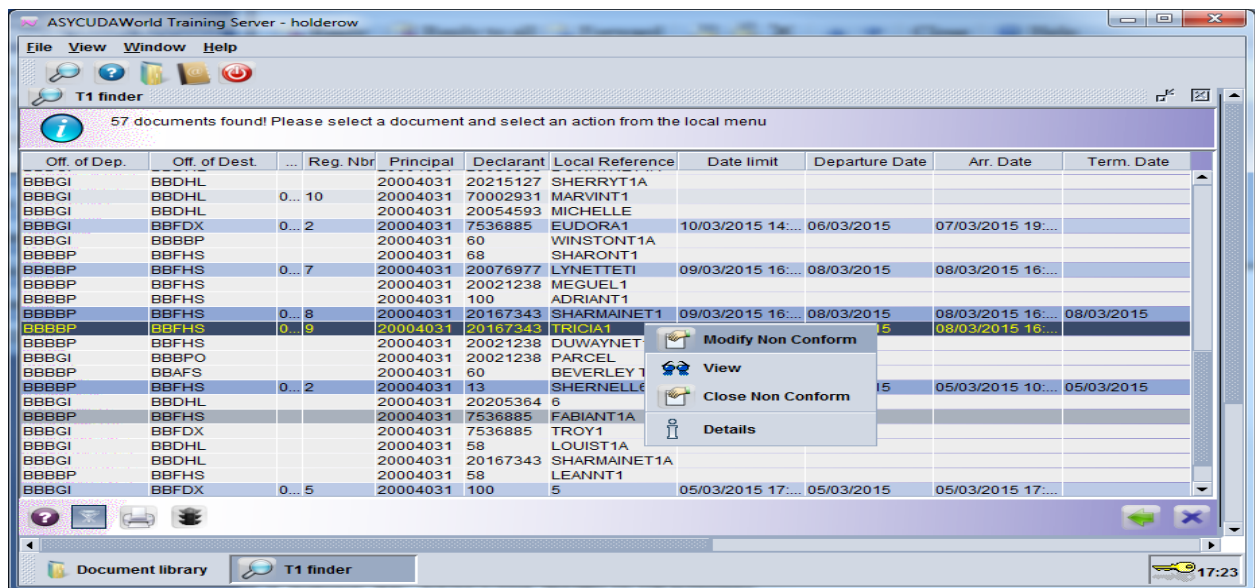




Figure 17 Selecting modify non-conform

Using this option recovers the T1 for additional adjustments.

Click the modify  icon and the validate modification  icon to complete the process.

The Validate Modification done box is displayed as shown in Figure 18.

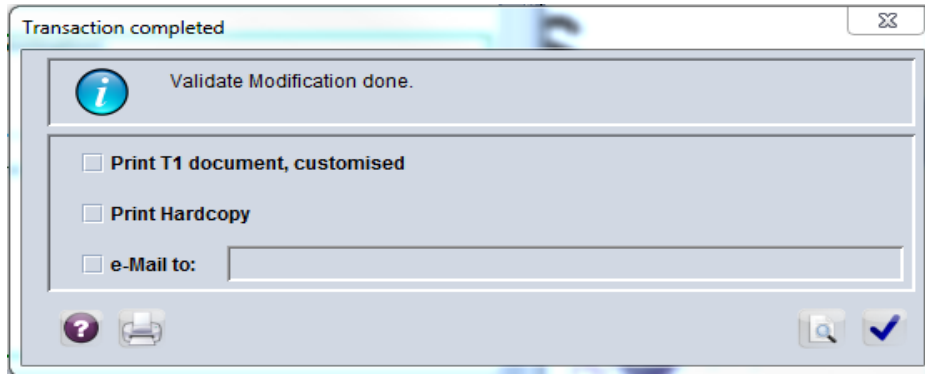



Figure 18 Validate modification box.

Click the  to complete the process.

## 8. Closing the T1 Transaction

This process is completed by the officer at the departing station.

Use the finder and right click on the desired SAD and select **“Direct close conform”**.

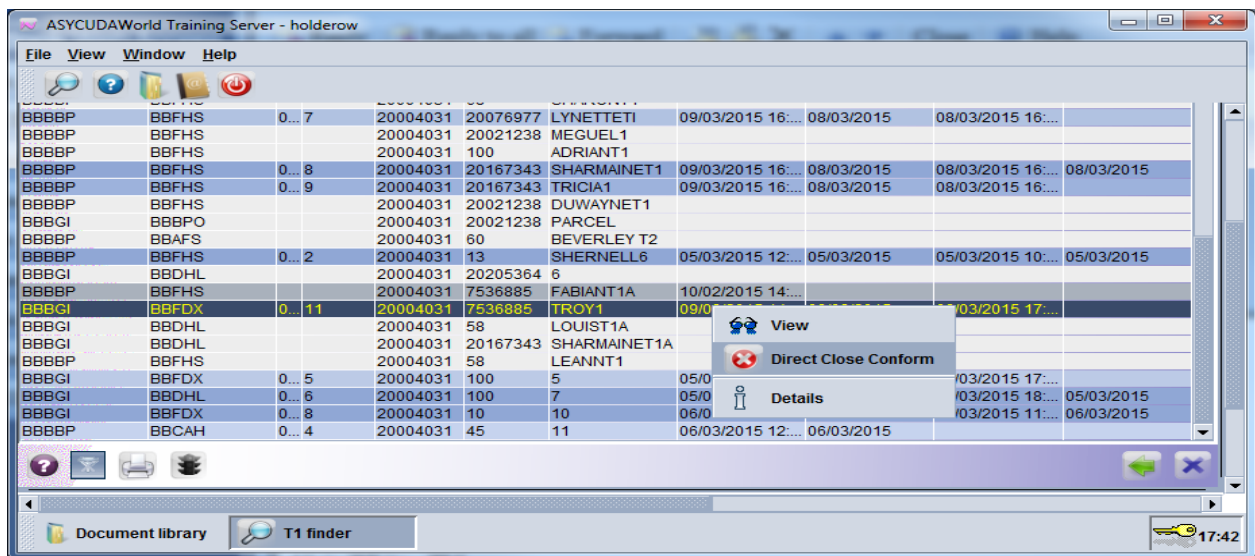
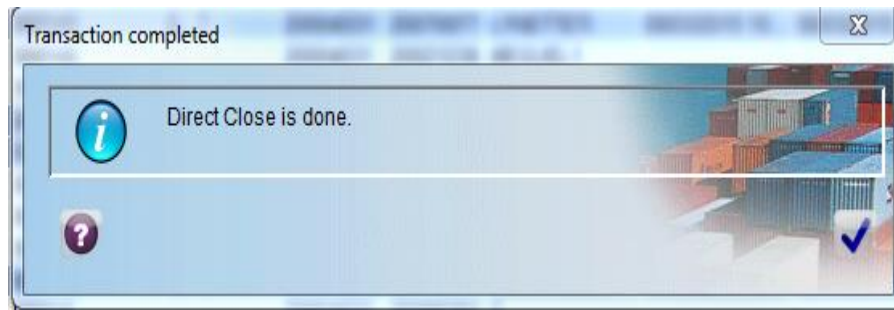


Figure 19 choosing direct close conform

The Direct close is done dialog box is displayed as shown in Figure 20.



**Figure 20 Direct Close is done box.**

The T1 transaction is now completed.