



**OPERATION 1**   **USER: Declarant**  
**Create the Customs Declaration**

**WHEN:** After having all documentation of the goods

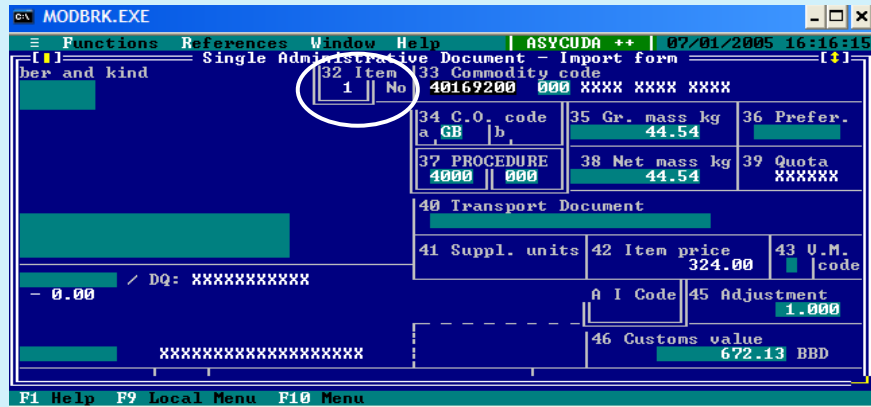
**WHAT TO DO**

**HOW TO DO IT**

3. Continue completing the declaration form by inserting the data corresponding to the **first item**



After completing the general segment data, start filling up the information pertaining to the first item of your declaration

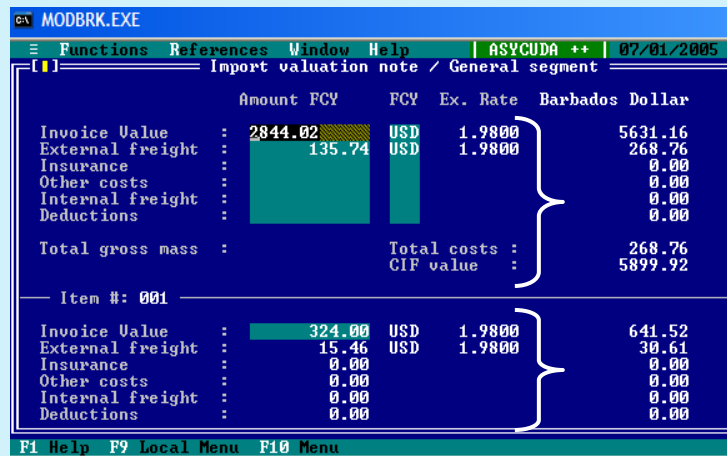


The system will show you the fields which are mandatory or optional, according with the declaration model.

4. Complete the **valuation note** segment

The following screen shows the valuation note. It is used by the system to identify the values corresponding to the invoice, freight, insurance, other costs and deductions, which may apply to your trade transaction as per delivery terms.

This screen is divided in two segments, one related to the whole invoice and the second to each item declared.



When data is completed at the item section, specifically after the item invoice value is entered, the system will automatically show the apportioned values of freight, insurance, other costs, internal freight, and deductions; if they were completed at the previous level. The apportionment is by value.

If foreign currencies are utilised, the system will also calculate those values in national currency. As soon as data is completed, the system will return you to the item level screen.



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**WHAT TO DO**

**HOW TO DO IT**

5.If required, create **additional items.**

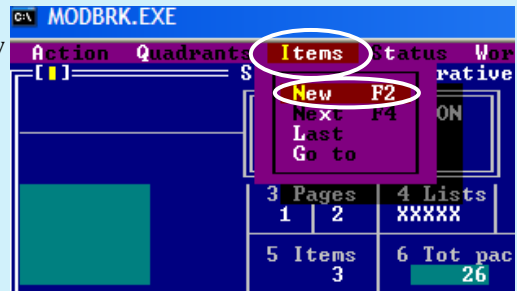
The system can accept up to 200 items for each declaration.

To create new items you must bring up the local menu and follow these options:

**F9 key (Local Menu)**

**Items**

**New   F2**



After pressing those keys, the system will add a new item to your declaration and the screen will be displayed for data input. Complete all fields, as requested by the system and continue adding items as needed.

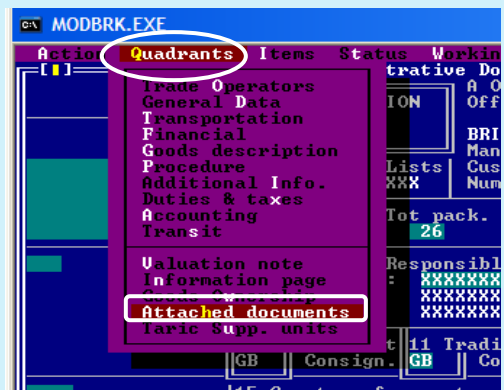
**Note:** As a shortcut, by pressing the **F2** key, the system will create items the same way as going through the Local menu.

6.Complete the **attached documents** page.

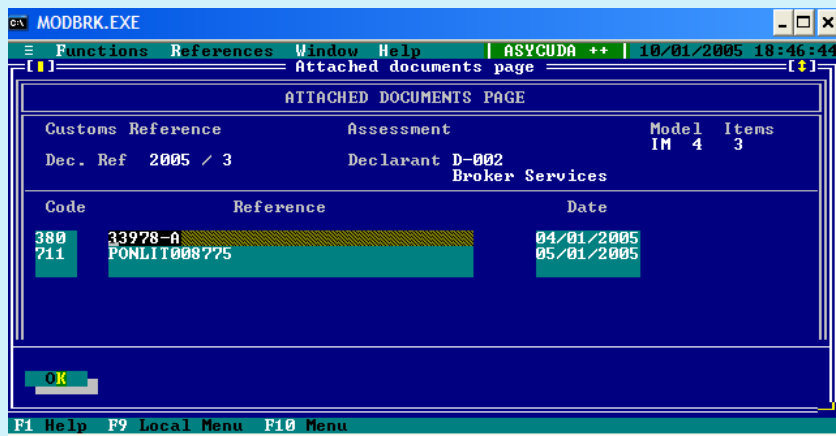
Following the completion of all items of your declaration, proceed by filling up the attached documents page.

Bring up the **Local menu** and choose from the **Quadrants** list the **Attached documents** option.

This page is intended to hold references of all documents required for declaration processing, according to the



Customs regime, type of goods, origin or taxation treatment which may apply.



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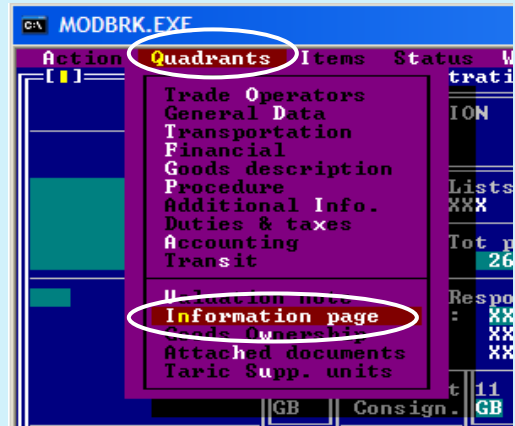
**WHAT TO DO**

**HOW TO DO IT**

7.If required, complete the **Information page**.

Following the completion of the attached documents page, you can add additional information regarding your declaration on an information page.

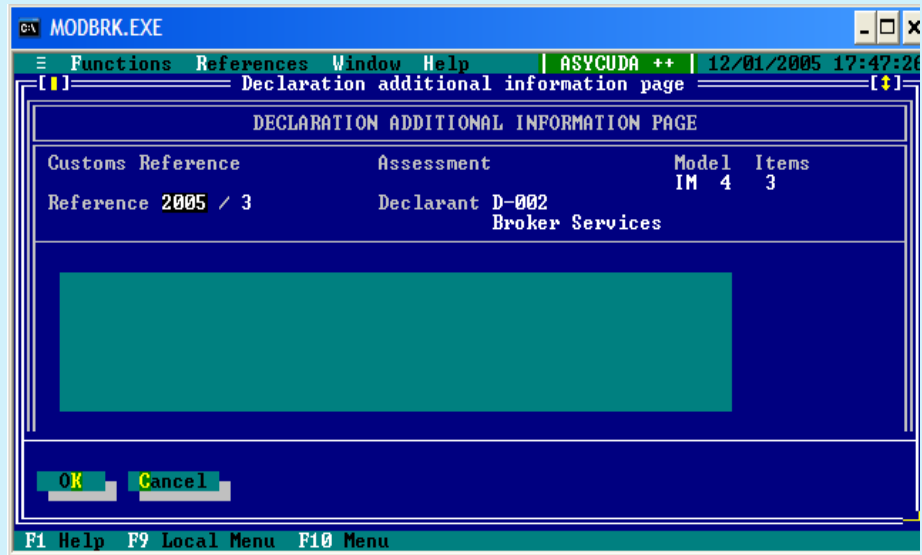
Bring up the **Local menu** and choose from the **Quadrants** list the **Information page** option.



*This page is intended to help you describe in a more detailed way, certain data requiring further explanation.*

As you select the option, the system will display the screen below. Fill up the information with as much detail as needed and press the **OK** button to return to your main declaration form.

The Information Page and the Attached Documents page are also part of the declaration.



**Note:** The Information Page is not saved when you do a **Local Store** of your declaration.



**OPERATION 1**

**USER: Declarant**

**Create the Customs Declaration**

**WHEN:** After having all documentation of the goods

**WHAT TO DO**

**HOW TO DO IT**

**8. Save the declaration** information on your computer system.

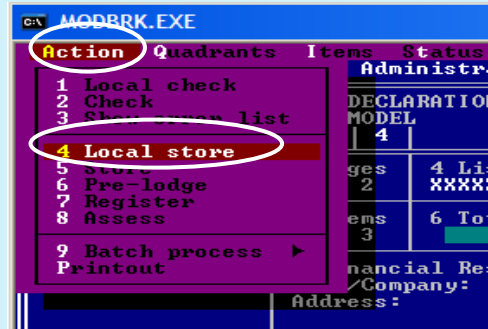
To **save the data** while working, go to the general segment screen of the declaration form and activate the **Local Menu** pressing **F9** key then select:

**Action**

**4 Local Store**

The system will prompt you to name your file for future retrieval. The file will be stored at your computer's folder: **\ASY\SAD**

The name given to the file must not exceed 8 characters in length and must have a **.SAD** extension.



The following screen gives a sample of how declarations are locally stored.

After naming your file, press the **OK** button to confirm you want to save the declaration.



**9. Retrieve** a declaration file after saving it on your computer system through the **Local Store** process.

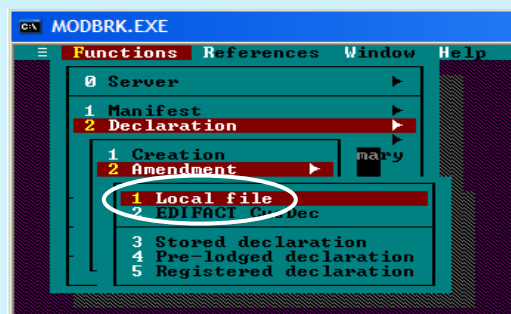
To retrieve a declaration file from your computer follow these options:

**Functions**

**2 Declaration**

**2 Amendment**

**1 Local File**



After the option is selected, a screen will prompt you to **Select** the file you want to retrieve, click over the file name with the mouse, and then press the **Open** button.

A locally stored declaration can be saved and retrieved for further data input or corrections. The data is stored in your system not at the ASYCUDA++ server.

**Note:** The process of local storage and retrieval of a declaration file can be repeated as many times as you so desire.



**OPERATION 2**   **USER: Declarant**  
**Verify the consistency of the Declaration**

**WHEN:** After the creation and completion of the Declaration

**WHAT TO DO**

**HOW TO DO IT**

1. Verify **consistency of data** entered in the declaration.

The system offers **two consistency checks**, first execute the **Local check**, which does not require a connection with the server.

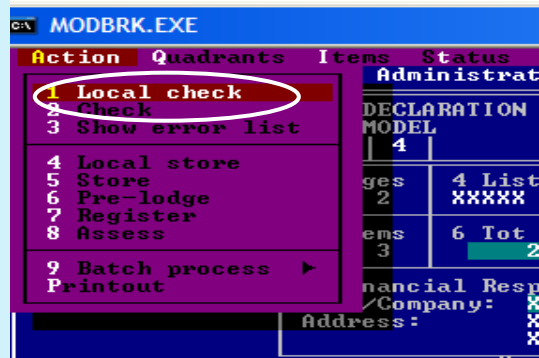
On completing all data input in your Customs declaration, it's important to verify if the data is consistent. The system offers an option to perform a **Local check**, which carries on controls to make sure your data is satisfactory and up-to-date. To execute this operation, the declaration's general segment screen must be on top. Press:

**F9 key (Local Menu)**

**Action**

**1 Local Check**

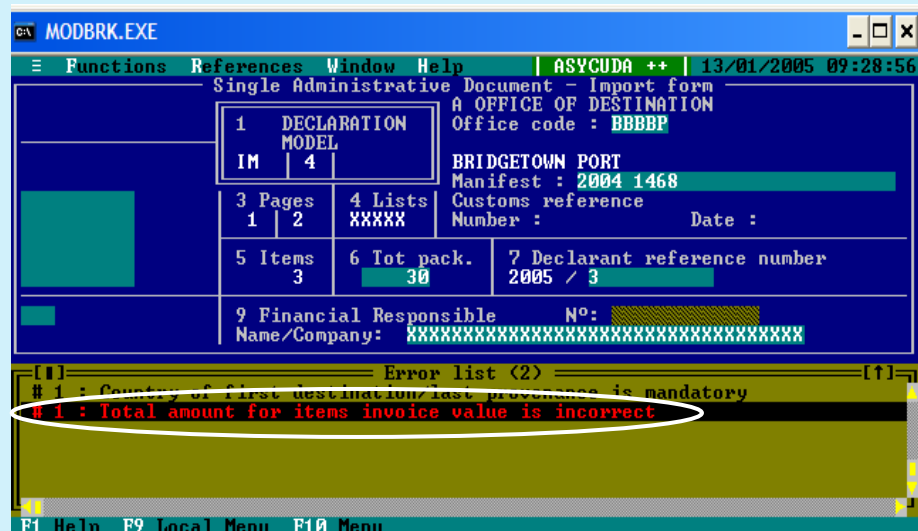
This process uses the reference tables and control data stored in your computer system.



This option will make sure codes, sum of weights and packages, containers, number of transport documents, and other data is accurate and consistent.

2. **Correct all the errors** identified by the module.

Subsequent to the **Local Check**, if the system finds errors or inconsistencies it will display the corresponding problem on a list, as shown in the figure below.



**Double click** with the mouse on each error line, the system will bring the cursor to the field where the error was found, correct the data and proceed to the next error. Repeat this process until you clear all problems identified by the system.

**Note:** Errors can be found in the declaration at the general segment level or at the item level. Make sure all additions and allocation of information are consistent.





**OPERATION 2**

**USER: Declarant**

**Verify the consistency of the Declaration**

**WHEN: After the creation and completion of the Declaration**

**WHAT TO DO**

**HOW TO DO IT**

3. Execute the consistency **Check** at the server

This option requires a connection with the server. The consistency check validates the declaration against the server data.

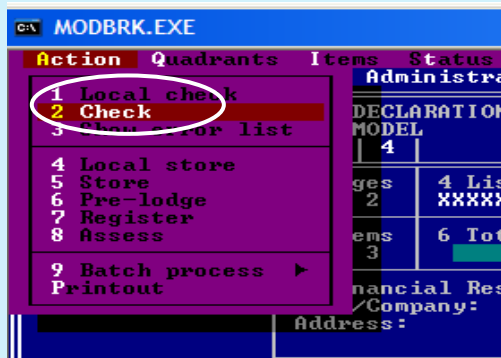
The **Check** option allows the system to verify that all codes are valid and up-to-date. It does almost the same type of verifications as the **Local Check**. The main difference is that checks are performed with the server's database to ensure accuracy and also to retrieve additional data of the manifest.

To execution this option press:

**F9 key**

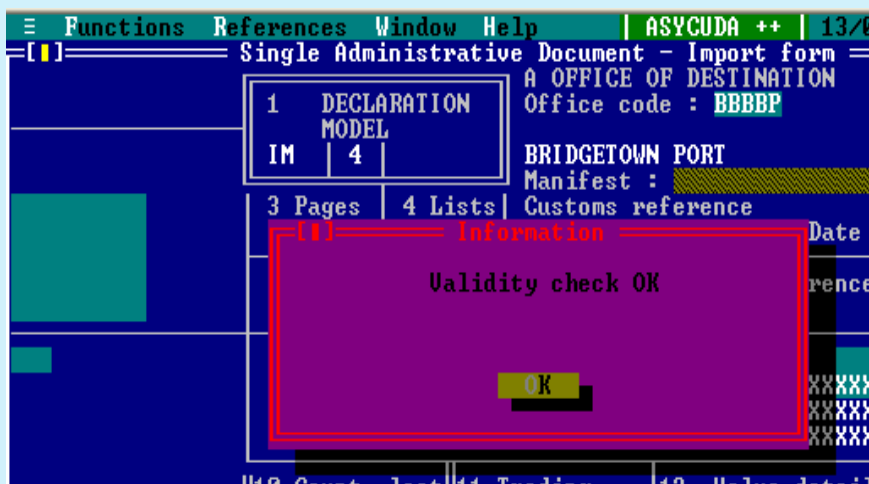
**Action**

**2 Check**



If you are not currently connected to the server, the system will show you the **log-in** screen. If errors are found by the system proceed as established under previous task (2).

After successfully completing this process and all errors are fixed the system will show you the following screen:



The system confirms through this process that all data is consistent, press the **OK button** to continue working.

**Note:** A similar message will be displayed after the **Local Check** is performed confirming that data is free of errors.



OPERATION 3 USER: Declarant Store the Customs Declaration

WHEN: Whenever the user wants to store at the ASYCUDA++ Server

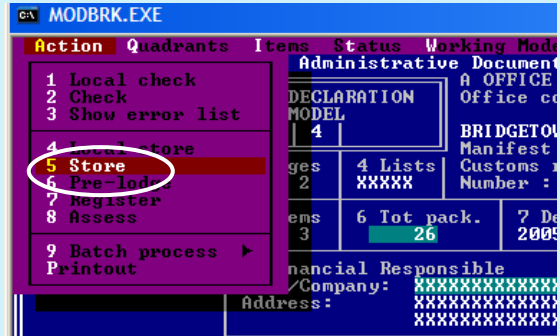
WHAT TO DO HOW TO DO IT

1. Request to Store the Declaration at the ASYCUDA++ Server

This process is not mandatory.

To Store a declaration at the server, you must have the form opened on your screen and it should be at the main page. First, bring up the Local Menu and select the following options:

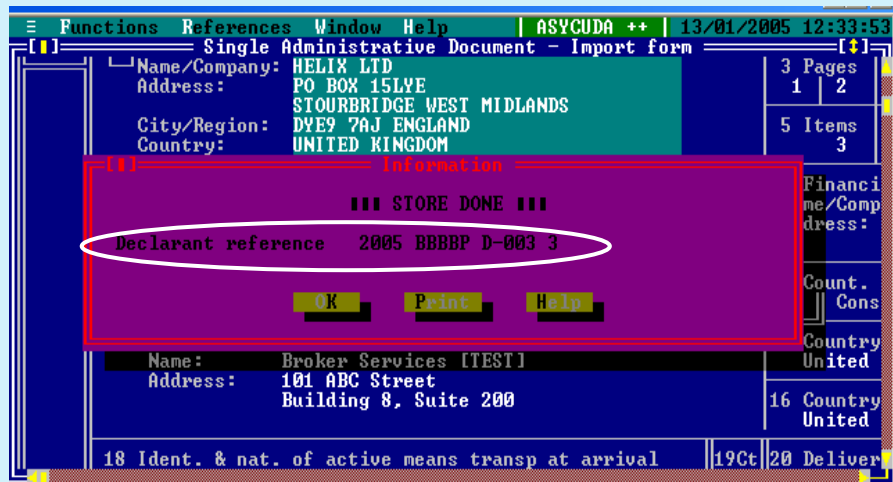
Action 5 Store



The user can store the declaration at anytime, even when the declaration has not been completed.

Storing a declaration has no legal bindings with Customs.

As soon as you select the Store option, the system will show the following screen, confirming that STORE of your declaration has been successful.



According to the data supplied in your declaration, the system will assign a reference number for further reference. The declaration reference number at the store stage is:

- 2005 is the year when the declaration was stored
- BBBBP is the Customs office
- D-003 is the declarant's code
- 3 is the reference number

This process acknowledges that your declaration has been stored at the ASYCUDA++ server. Press the "OK" button to continue.





**OPERATION 3**

**USER: Declarant**

**Store the Customs Declaration**

**WHEN:** Whenever the user wants to store at the ASYCUDA++ Server

**WHAT TO DO**

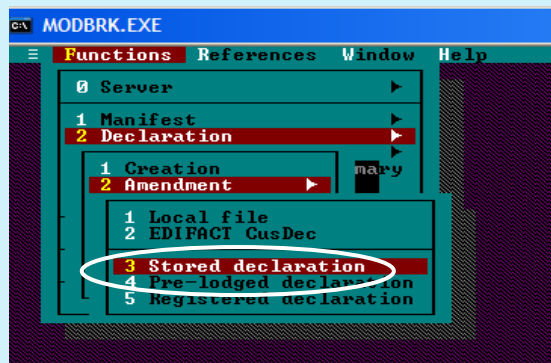
**HOW TO DO IT**

2. Retrieve a **Stored** Declaration from the ASYCUDA++ Server

To retrieve a **Stored** declaration from the server, you must select the following options:

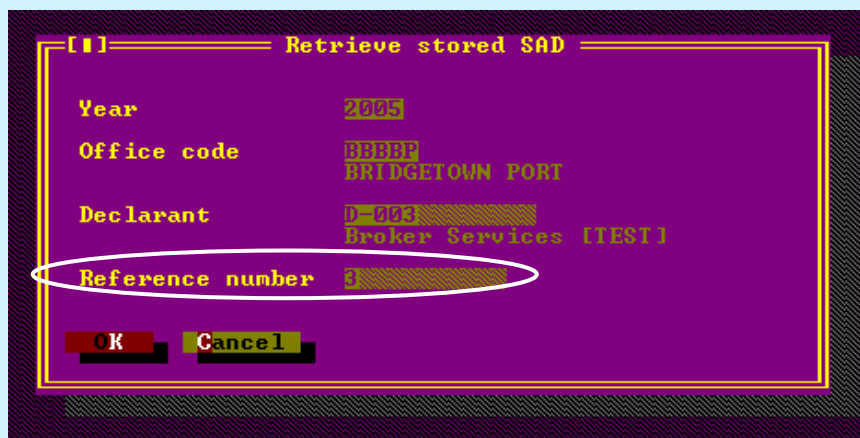
**Functions**

- 2 Declaration
- 2 Amendment
- 3 Stored declaration



*The user can retrieve a stored declaration at anytime.*

After selecting the previous option, the system will show the following screen, where you must supply the reference number of your **stored** declaration.



This option requires connection with the server; therefore, according to user's profile and Customs office where connected, the system will automatically fill up the fields **Year**, **Office code**, and **Declarant**. You must verify that the declaration you want to retrieve conforms to such fields, if not make the necessary changes.

Press the **“OK”** button to continue and the system will bring up the retrieved declaration.

**Note:** Special attention must be given at the beginning of each year, because today's year will be inserted by the system.



**OPERATION 4**   **USER: Declarant**  
**Self-Assessment of Customs Declaration**

**WHEN:** After Declaration has been completed and verified

**WHAT TO DO**

**HOW TO DO IT**

1. Request to **Self-Assess** the Declaration at the ASYCUDA++ Server

*The Self-Assessment process, means that you are submitting the declaration for Customs acceptance, and acknowledge the values included in it as correct and exact.*

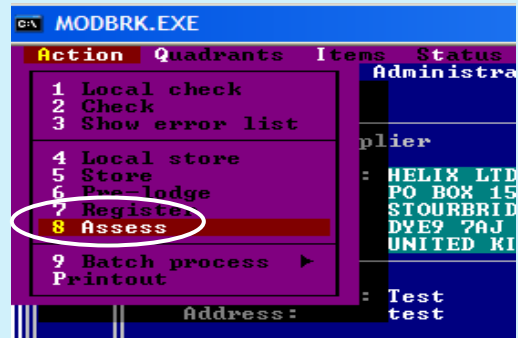
To **Self-Assess** a declaration at the server, you must have the form opened on your screen and it should be at the main page.

First, bring up the **Local Menu** and select the following options:

**Action**

**8 Assess**

When you select this option, the system will verify that all data is consistent, even though you may have done it before.



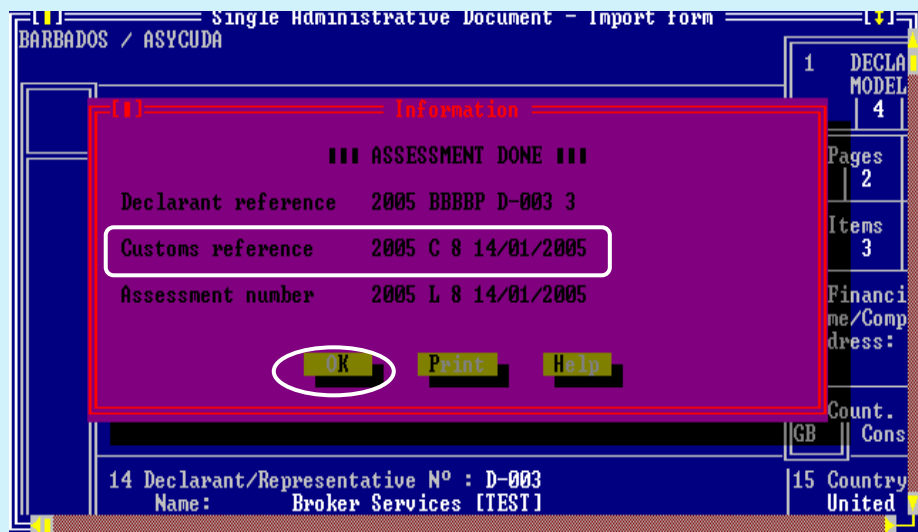
*Self-assessment of a declaration brings on all legal bindings with Customs.*

As soon as you select the **Assess** option, the system will show the following screen, asking a final confirmation that you want to proceed with the assessment process.



This is the last chance you have before the system completes your requested operation. If you press the **Yes** button, it means you want to continue assessing the declaration. If you select **No**, the system will abort the process.

The following screen will be displayed as soon as the system completes successfully the **self-assessment** of your declaration:



**OPERATION 4**

**USER: Declarant**

**Self-Assessment of Customs Declaration**

**WHEN:** After Declaration has been completed and verified

**WHAT TO DO**

**HOW TO DO IT**

2. Request the **Assessment** the Declaration

The previous screen comprises all reference numbers assigned to the assessed declaration, which reflect:

*Declarant Reference*

- 2005 is the **year** when the declaration was assessed
- BBBBP is the **Customs office**
- D-003 is the **declarant's code**
- 3 is the **reference number** of the declarant

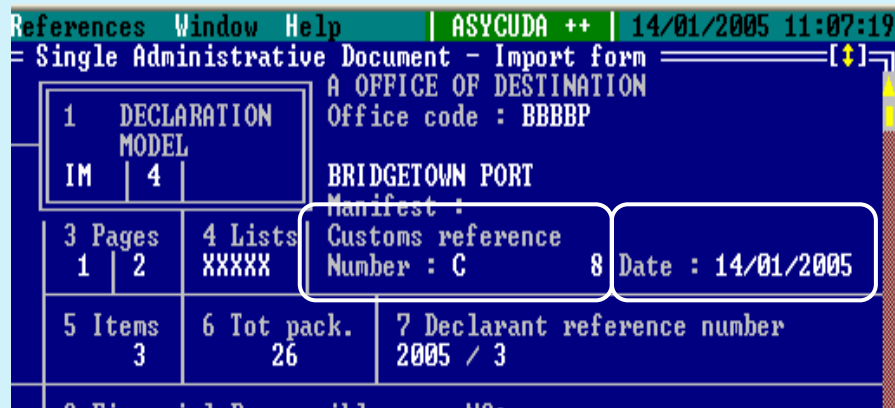
*Customs Reference*

- 2005 is the **year** when the declaration was assessed
- C is the **serial letter** assigned by the system
- 8 is the **sequence number** assigned by the system
- 14/01/2005 is the **date** of assessment (dd/mm/yyyy)

*Assessment Number*

- 2005 is the **year** when the declaration was assessed
- L is the **serial letter** assigned by the system
- 8 is the **sequence number** assigned by the system
- 14/01/2005 is the **date** of assessment (dd/mm/yyyy)

Take note of your **Customs Reference number** for further declaration processing. This number will be used throughout the entire Customs clearance process. Press the **OK** button to return to your declaration, you will see how some fields have changed after the assessment process completes.



**Note:** The Assessment Number is for Customs internal system auditing purposes.



**OPERATION 5**

**USER: Declarant**

**Payment and Risk Assessment of Declaration**

**WHEN:** After Declaration has been Self-Assessed

**WHAT TO DO**

**HOW TO DO IT**

1. Proceed to the nearest Cashier or Bank Teller available for the **Payment of duties and taxes**

Supply to the Cashier or Bank Teller your **Declarant code** and the **Customs Reference number** of your declaration. Once the payment process is initiated tender the amount of duties and taxes calculated.

If required by you, ask for the printout of your receipt.

2. Request **Selectivity** to be triggered for your declaration

Log in with your username and password using **ModBRK** module. Select the following options:

**Functions**

2 Declaration

8 Print/Query

3 Request Selectivity



By selecting this option, you are requesting that Customs system' triggers the selectivity for determining if examination is required for your declaration.

As soon as you select this option, the system will display the following screen where you have to supply your **Declaration's Reference number** (not the Customs Reference).



Press the **OK** button to confirm that selectivity is performed by ASYCUDA<sup>++</sup>.



**OPERATION 5**

**USER: Declarant**

**Payment and Risk Assessment of Declaration**

**WHEN: After Declaration has been Self-Assessed**

**WHAT TO DO**

**HOW TO DO IT**

After pressing the **OK** button, the system will display on your screen the outcome of the Risk Assessment.

The system has three different possibilities for your declaration:

**Red Lane**

It means that your declaration *requires both documentary check and physical examination* of goods. Present to Customs a printed copy of your declaration with all additional documents attached to it and await for the physical examination.

**Yellow Lane**

It means that your declaration only *requires a documentary check*. Present to Customs a printed copy of your declaration with all additional documents attached to it.

**Green Lane**

It means that your declaration has been *automatically authorised to be released*. In case of imports, you can collect your consignment from the custodian of goods. If it is an export, then your goods are ready to be shipped.

The system requires for selectivity processing that declarations have paid all duties and taxes before risk assessment.

For this sample declaration, the system has determined a **Yellow Lane**. A similar message will be displayed for the other results.



At this time, a Customs Officer has been selected and notified, which will be in charge of executing the corresponding examination. All declarations with Red or Yellow lanes will have a Customs Officer assigned for examination.

**Note:** Only execute the selectivity process if you are ready to present all required documentation. If you do it during Non-Working hours it may delay your process.

