

OPERATION 1

USER: Carrier or Carrier's Agent
Creating the Manifest

WHEN: After ship/aircraft departs

WHAT TO DO

HOW TO DO IT

1. Key in all **cargo manifest** general segment data using the client module

The general segment gives a description of the vessel or aircraft transporting the goods and provides a summary of consignments.



Access the **ASYCUDA++** system using the cargo module **ModCAR** and follow the next path: **Functions** ⇒ **1 Manifest** ⇒ **1 New** ⇒ **1 Capture**

ASYCUDA CARGO MODULE				
Functions References Window Help ASYCUDA ++ 10/1				
Manifest				
Office: BBBBP BRIDGETOWN PORT		M A N I F E S T		
Voyage number	Date of departure	Date of arrival	Time of arrival	Nº Register
736	17/10/2004	17/10/2004		
Place of Departure : BRITJ ITAJAI		Destination : BBBGI BRIDG		
Carrier's Agent : 20220590		INTERNATIONAL CARGO SYSTE		
James Fort Building		Hincks St.		
Bridgetown		Barbados		
Transport				
Mode: 1	Sea transport	Name:	COR SAR	
Nat.: BR	Brazil	Place:	ITAJAI	
Registration				
Master : HELMUT STEINERT		Bills: Total		
		Packages:		
		Containers:		
		Gross Mass:		

This option will display the manifest form with all fields empty. The module will guide you through the fields showing which ones are mandatory or optional.

Note: Avoid the use of prefixes **CONS** or **TRS** at the beginning of a **voyage number**

2. Repeat this operation until **all transport documents** are completed for the manifest.

On completing the general segment the bottom part of the screen will show the list of bills of lading or airway bills.

Press the **F2** key to create each transport document or bring up the **Local Menu** by pressing the **F9** key and select the **Bill of Lading** option and then choose **New**.

ASYCUDA CARGO MODULE		
Action	Bill of lading	Status
New F2		List
Next F4		
Line	reference n	
1/ 0	PONLITJ00600493	
2/ 0	PONLITJ00600504	

The system will display an empty screen that you must complete with the data about each consignment.

ASYCUDA CARGO MODULE	
Functions References Window Help ASYCUDA ++ 10/11/2004 15:00:07	
Bill of lading	
Office: BBBBP BRIDGETOWN PORT	Manifest: / / 1 / 0
Exporter/Shipper	Date/Time of arrival: 17/10/2004/
PORTOBELLO S.A.	Voyage: 736 /17/10/2004
BR 101 KM 163	B/L Type: 710 Bill of lading
TIJUCAS - 88200000 - SC	B/L ref.no: PONLITJ00600493
BRASIL	Nature: 23
	Prev. Doc.:
	UCR:
Consignee	Place of loading :
ABC COMPANY	TIPOS PORT OF SPAIN
HINCKS ST.	unloading: BBBGI BRIDGETOWN
BRIDGETOWN	Transport
BARBADOS	Mode : Sea transport
WI	Iden. : COR SAR
	Nat. : Brazil



OPERATION 1

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WHAT TO DO

HOW TO DO IT

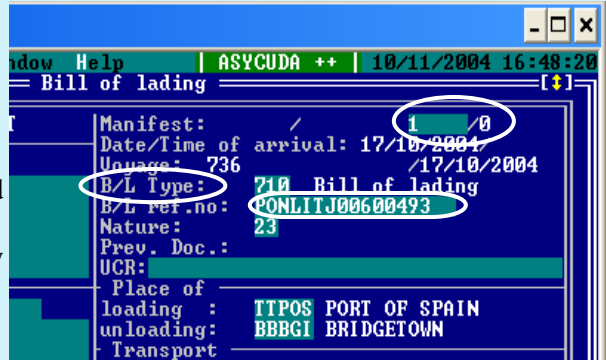
3. Start filling out the data for each transport document.



Key in the **line number**. The number provided for each transport document must be in sequence.

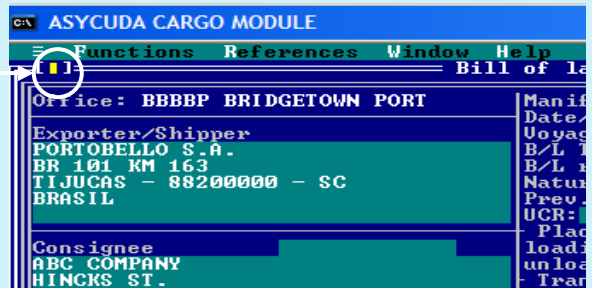
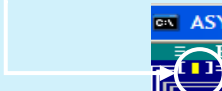
Choose the right **B/L type** to identify if the transport document is consolidated or a house one.

If the B/L has consolidated cargo, a **degroupage** process will be required by the corresponding consolidator.



Make sure the **B/L reference number** is correctly typed in. Verify that the **nature code** for the consignment is the proper one. The codes available are: **22- Exports; 23- Imports; 24- Transit; and 28-Transhipment.**

To close the window on completion of filling all required fields click on the button in the **upper left corner**.



Note: To continue adding new transport documents without closing the window press the **F2** key or access the **Local Menu** as mentioned before.

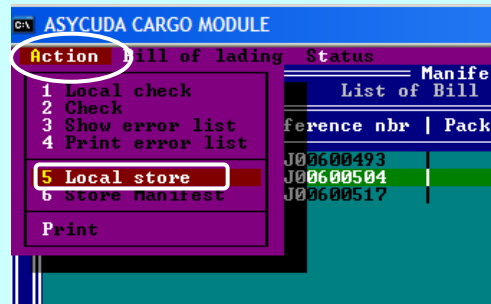
4. **Save the manifest** information on your computer system

To **save the data** while working, go to the general segment screen or to the List of Bills of Lading and activate the **Local Menu** pressing **F9** key.

Select **Action** and **5 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\CAR**

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



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Creating the Manifest

WHEN: After ship/aircraft departs

WHAT TO DO

HOW TO DO IT

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

A locally stored manifest will be retrieved for further data input or corrections. The data is stored in your system not at the ASYCUDA++ server.



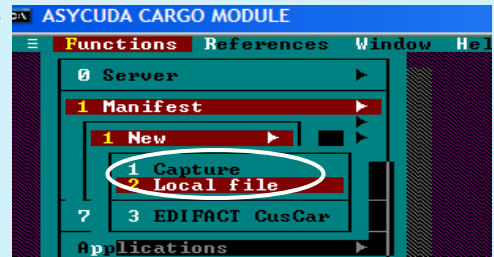
To retrieve a manifest file from your computer follow these options:

Functions

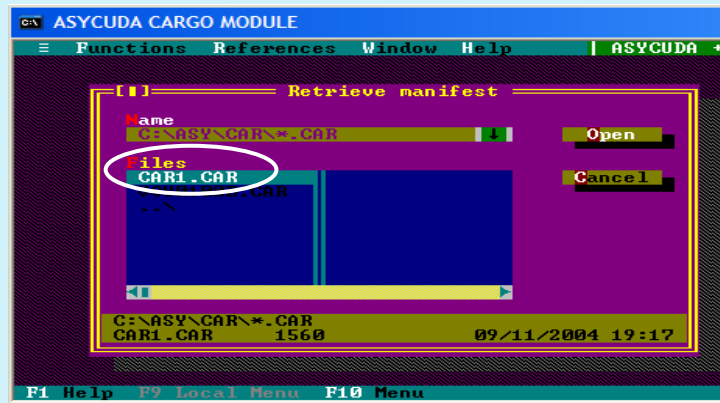
1 Manifest

1 New

2 Local File



After the option is selected, a screen will prompt you to **Select** the requested file by clicking over it with the mouse, then press the **Open** button.



Note: The process of local storage and retrieval of the manifest file, can be repeated as many times as you so desire.

Once you have completed keying in the manifest data for the general segment and all transport documents, you will see the List of Bills of Lading table with a summary of each line created.

Line number	E/L reference	nbr	Packages	Gross mass	Trs	Sts
1/	0	001	7	6982.000	23	HSE
2/	0	002	1	908.000	23	HSE
3/	0	003	2	1424.000	23	HSE
4/	0	004	4	240.000	23	HSE
5/	0	005	6	725.000	23	HSE
7/	0	007	1	2650.000	23	HSE
6/	0	006	1	780.000	23	HSE
8/	0	008	1	378.000	23	HSE
9/	0	009	19	4643.000	23	HSE
10/	0	010	1	100.000	23	HSE
11/	0	011	3	5995.000	23	HSE
12/	0	012	1	165.000	23	HSE
13/	0	013	2	555.000	23	HSE
14/	0	014	20	292.000	23	HSE
15/	0	015	31	47918.000	23	HSE



OPERATION 2

USER: Carrier or Carrier's Agent

Verifying the consistency of the Manifest

WHEN: After the creation and completion of the Manifest

WHAT TO DO

HOW TO DO IT

1. Verify the **consistency of data** entered in the manifest and all transport documents.

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

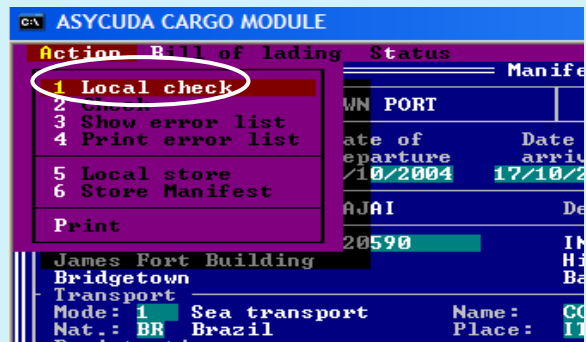
In order to verify if the data included in the manifest and transport documents is consistent, the system offers an option to perform a Local check. To execute this operation, the manifest general segment screen must be on top. Press:

F9 key

Action

1 Local Check

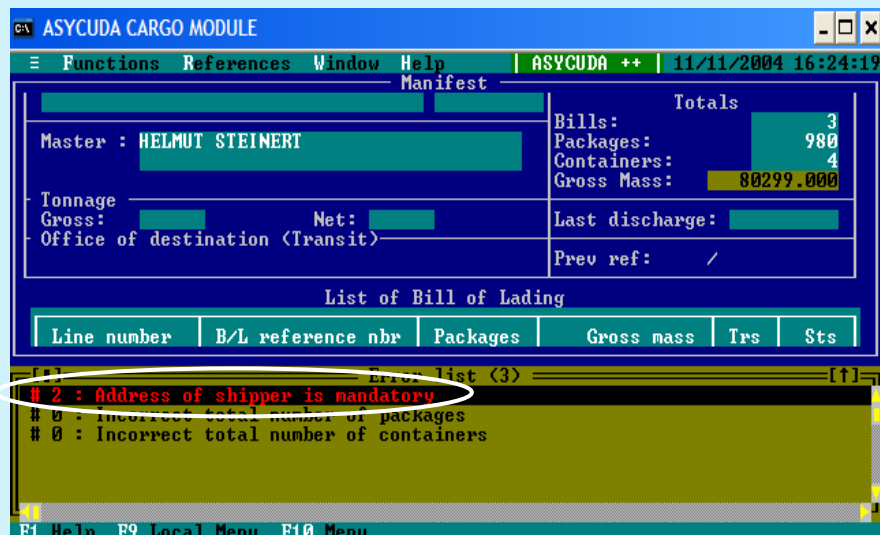
This process uses the reference tables and controls located in your computer system.



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 at the general segment level or at the transport document. Make sure all additions and allocation of information are consistent.



OPERATION 2

USER: Carrier or Carrier's Agent

Verifying the consistency of the Manifest

WHEN: After the creation and completion of the Manifest

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 manifest against the server data.

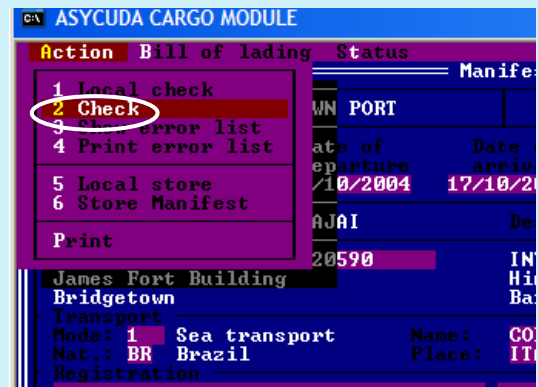
The **Check** option allows the system to verify that all codes are valid and up-to-date. It does almost the same type of verifications as the **Local Check**. The main difference is that checks are performed with the server's database to ensure accuracy.

To execution this option press:

F9 key

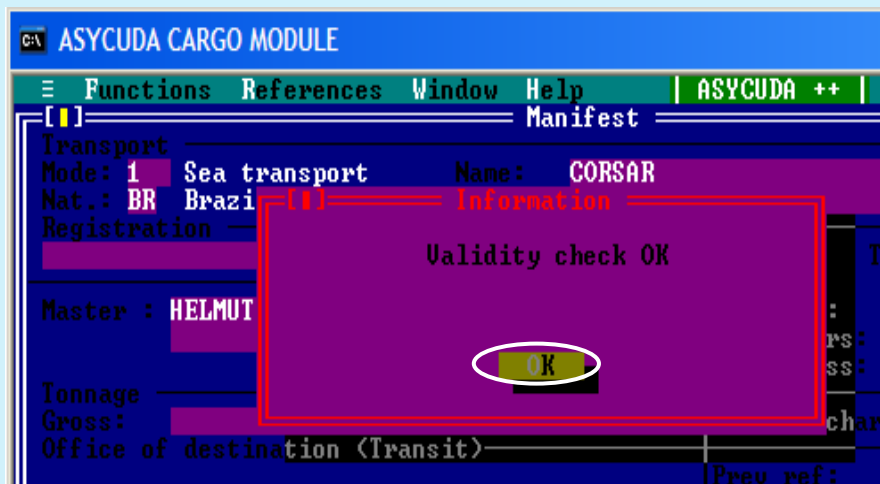
Action

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 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 and data is free of errors.



OPERATION 3

USER: Carrier or Carrier's Agent

Storing the Manifest at the Server

WHEN: After verifying consistency of the Manifest's data

WHAT TO DO

HOW TO DO IT

1. **Store the manifest** and all transport documents contained in it at the server



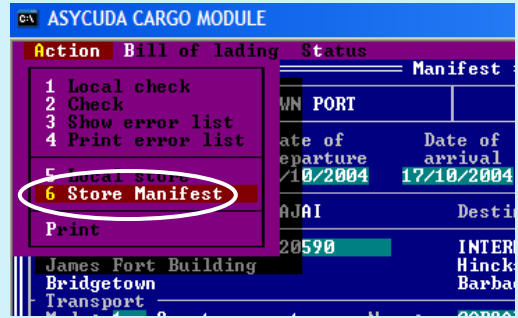
Storing the manifest allows the user to save the manifest at the ASYCUDA++ server prior registration.

To **STORE** the manifest you must be at the general segment screen of the manifest. To bring up the Local Menu press:

F9 key

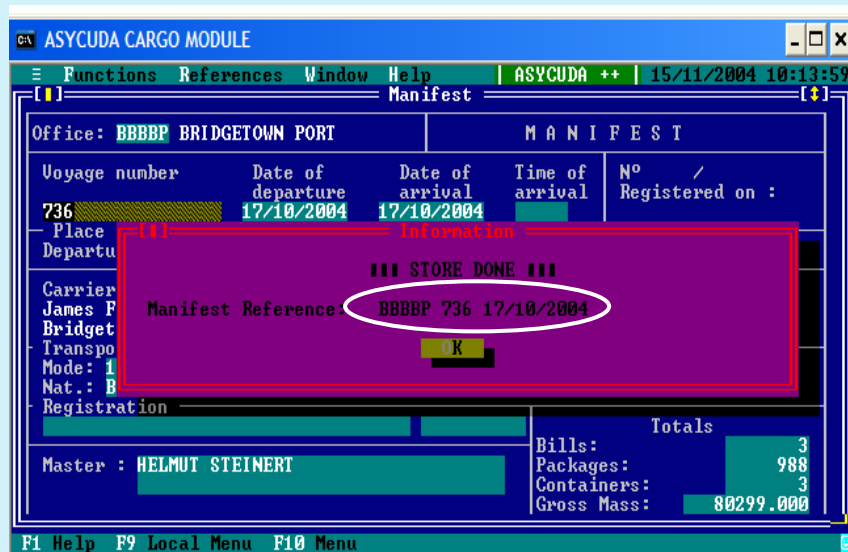
Action

6 Store Manifest



Storing the manifest is the process of saving the data in the ASYCUDA++ database.

After selecting the previous option, the system will display the following screen confirming that **STORE** was **DONE**:



The reference of the manifest given by the system includes:

BBBBP is the Customs office code, Bridgetown Port

736 is the **Voyage number**

17/10/2004 is the **departure date** (dd/mm/yyyy)

The data of a manifest when **STORED** has no legal value, the user can do as many amendments as required or even delete it. Press the **OK** button to continue.

Note: It is important to take note of the Manifest Reference for further processes.



OPERATION 4 USER: Carrier or Carrier's Agent
Modifying a Manifest stored in the Server

WHEN: After storing the Manifest (*only when required*)

WHAT TO DO

HOW TO DO IT

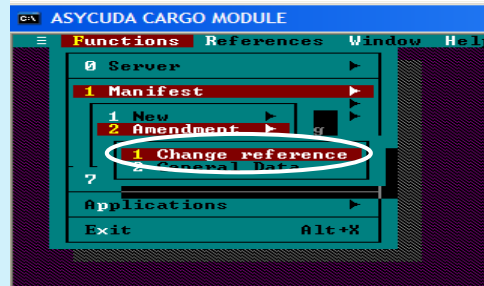
1. Modify the **reference data** of the manifest

This operation is not mandatory, it applies only when reference needs to be changed.

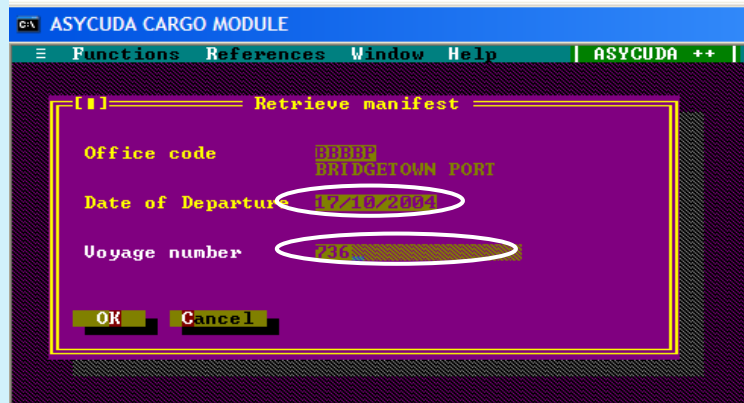
To modify the reference data of the manifest, when the voyage number or departure date are not correct, select the following options:

Functions

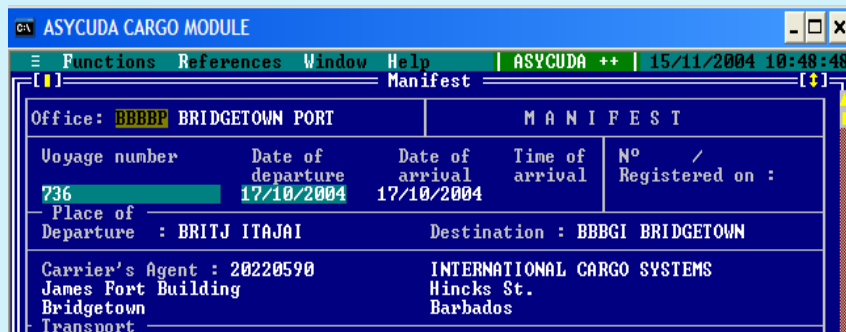
- 1 Manifest
- 2 Amendment
- 1 Change reference



After selecting the previous option, the system will bring up a dialog screen where you must supply the departure date and voyage number in order to retrieve the manifest previously stored.



Only the **voyage number** and **date of departure** fields are enabled to be modified; the rest are not accessible.



Note: When modifications are done, **close the window** (upper left button) and confirm the changes by pressing the "Yes" button; otherwise, changes will be lost.



OPERATION 4 USER: Carrier or Carrier's Agent
Modifying a Manifest stored in the Server

WHEN: After storing the Manifest (*only when required*)

WHAT TO DO

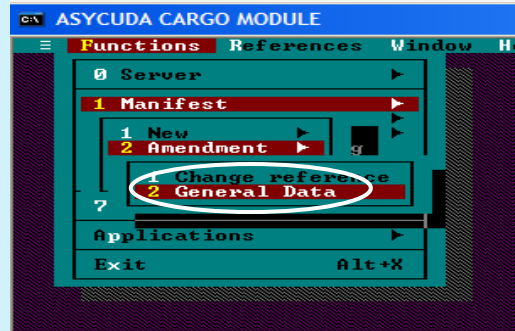
HOW TO DO IT

2. Modify the **general data** of the manifest

To modify the general data of the manifest, when details at the general segment are not correct, select the following options:

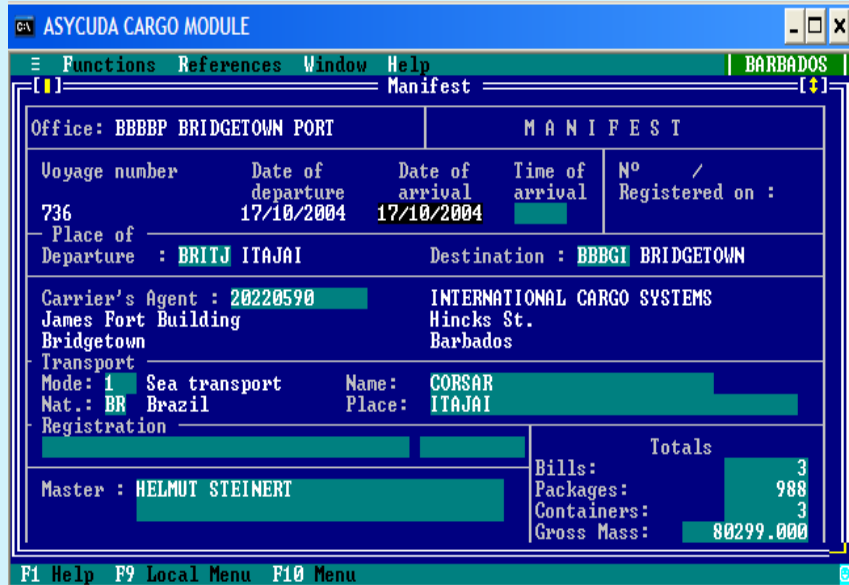
This operation is not mandatory, it applies only when general data needs to be changed.

- Functions**
- 1 Manifest
 - 2 Amendment
 - 2 General Data



After selecting the previous option, the system will bring up a dialog screen where you must supply the departure date and voyage number in order to retrieve the manifest previously stored. Do as described in task 1 of this operation.

All the fields except **voyage number** and **date of departure** are enabled at the general segment for modification. Access to the List of Bills of Lading is not enabled, this type of changes requires the option detailed at task #3.



When modifications are done, **close the window** (upper left button) and confirm the changes by pressing the “Yes” button; otherwise, changes will be lost.



OPERATION 4 USER: Carrier or Carrier's Agent
Modifying a Manifest stored in the Server

WHEN: After storing the Manifest (*only when required*)

WHAT TO DO

HOW TO DO IT

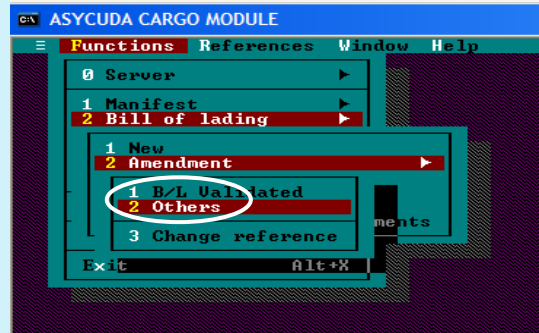
3. Modify the data of a transport document

This operation is not mandatory, it applies only when changes are required.

To modify a Bill of Lading or Airway Bill (transport document), select the following options:

Functions

- 2 Bill of lading
- 2 Amendment
- 2 Others

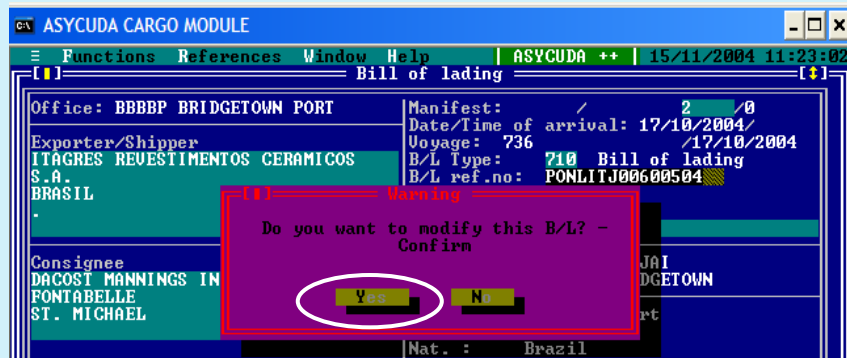


After selecting the previous option, the system will bring up a dialog screen where you must supply the departure date and voyage number in order to retrieve the manifest previously stored. Do as described in task 1 of this operation.

Once the manifest date of departure and voyage number have been supplied, the system will show the **List of Bills of Lading**. **Double click** the line item that requires amendment. Immediately after selecting the transport document, are allowed to be made at all fields of the transport document

Line number	B/L reference nbr	Packages	Gross mass	Trs	Sts
1/ 0	PONLITJ00600493	952	26651.000	23	HSE
2/ 0	PONLITJ00600504	20	27740.000	23	HSE
3/ 0	PONLITJ00600517	16	25908.000	23	HSE

Proceed with the amendments, once all are completed **close the window** (upper left button) and accept the changes by clicking the “Yes” button at the warning dialog box.



Note: If you select “No” all changes made to the transport document will not be saved..



OPERATION 5

USER: Carrier or Carrier's Agent

Registering a Manifest stored in the Server

WHEN: After Manifest is stored and prior arrival of Ship/Aircraft

WHAT TO DO

HOW TO DO IT

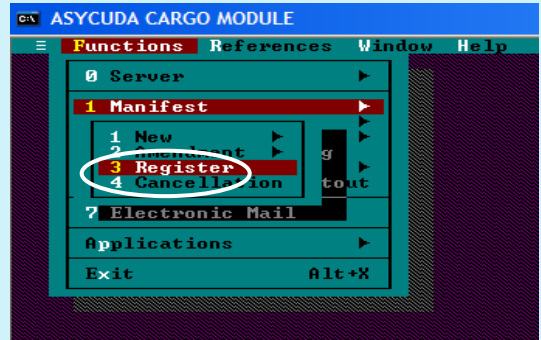
3. Request **Registration** of the Manifest



To modify a Bill of Lading or Airway Bill (transport document), select the following options:

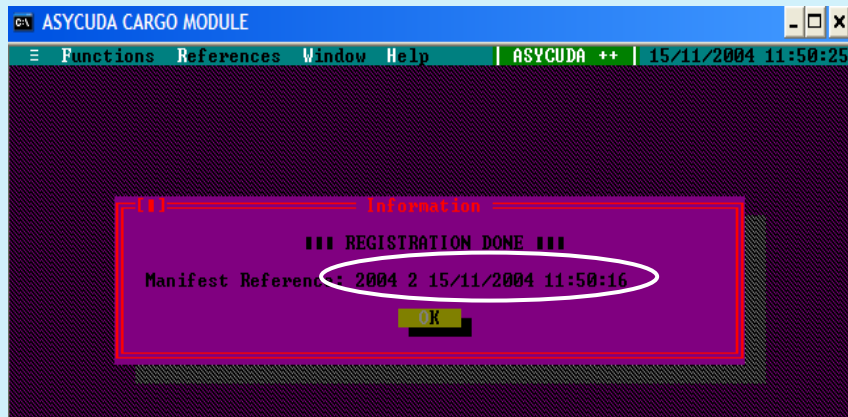
Functions

- 1 Manifest**
- 3 Register**



After selecting the previous option, the system will bring up a dialog screen where you must supply the **departure date** and **voyage number** in order to **register** the manifest.

As soon as you supply the manifest date of departure and voyage number, the system will show the following screen, confirming the **REGISTRATION** process has been successful.



The system will assign a sequence number to each manifest for further reference. The complete manifest reference is:

- 2004 is the **year** when the manifest was registered
- 2 is the **sequence number**
- 17/10/2004 is the **date of registration** (dd/mm/yyyy)
- 11:50:16 is the **exact time of registration** (hh:mm:ss)

This process acknowledges that **Customs has accepted the Manifest**; therefore, it has legal value and all operations and changes affecting it will be recorded. Press the **“OK”** button to continue.

