



**CUSTOMS AND
EXCISE
DEPARTMENT**

**Reform &
Modernization
Project**



User Guide

**Customs
Manifest**



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Introduction

This ASYCUDAWorld Manifest User guide is developed to assist the system's user in the utilization of its features in the creation of cargo manifests and waybills attached to those manifests. The scope of this document covers the manifest procedure to be exercised at all ports of entry (land, sea, air).

Capturing a manifest

Logging In

The user will gain access to the ASYCUDAWorld system via the login prompt provided on the Belize Customs & Excise website at www.customs.gov.bz. Figure 1 below shows the bottom half of the Belize Customs website's home page where there are two sets of hyperlinks.

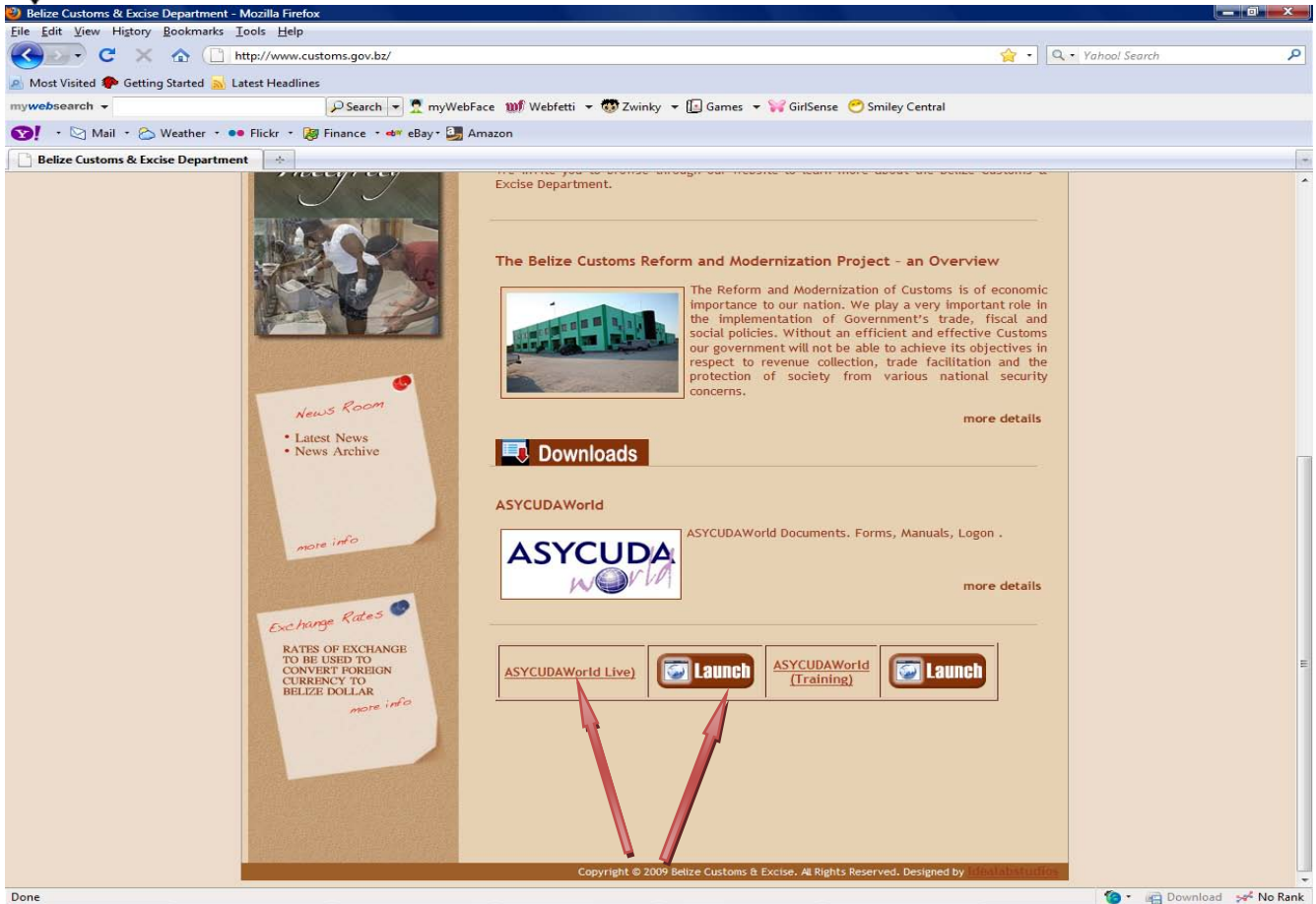


Figure 1: Belize Customs Website @ www.customs.gov.bz

Figure 1: Belize Customs Website @ www.customs.gov.bz

Towards the left at the bottom of the home page are a hyperlink labelled “ASYCIUDAWorld Live” with a brown launch button to its right. Clicking any of these two links will initiate a launch procedure to connect to ASYCUDAWorld LIVE server.

Accessing and working on ASYCUDAWorld requires Java Runtime Environment (JRE) to be installed on the PC used to connect to ASYCUDAWorld. JRE is used by computers to allow users to interact with websites and streaming website content, and most modern PC’s and laptops come with JRE preinstalled as a standard feature (usually JRE ver 1.6.0.07 or ver. 1.6.0.11 which should both work). ASYCUDAWorld works most efficiently and most stable with JRE versions up to JRE version. 1.6.0.17.

There have been some noticeable compatibility issues with versions above this one, and to use ASYCUDAWorld they should be avoided. PC users may check their java versions by opening a Command Prompt screen and typing the following command: **java -version** then hitting the “Enter” key. The version of JRE installed on the PC should be displayed as in the figure below:



Figure 2: Check JRE Version

If the PC doesn't have any of the versions that work, you can download a working version (JRE ver. 1.6.0.17) at www.filehippo.com.

For any client PC to access work with ASYCUDAWorld, it needs the client-side files from the system to be able to interact with it. Logging in to ASYCUDAWorld for the first time will execute a transfer of these client-side files from the Customs server to the users PC. The user should see a sub-window pop up as in the figure below:

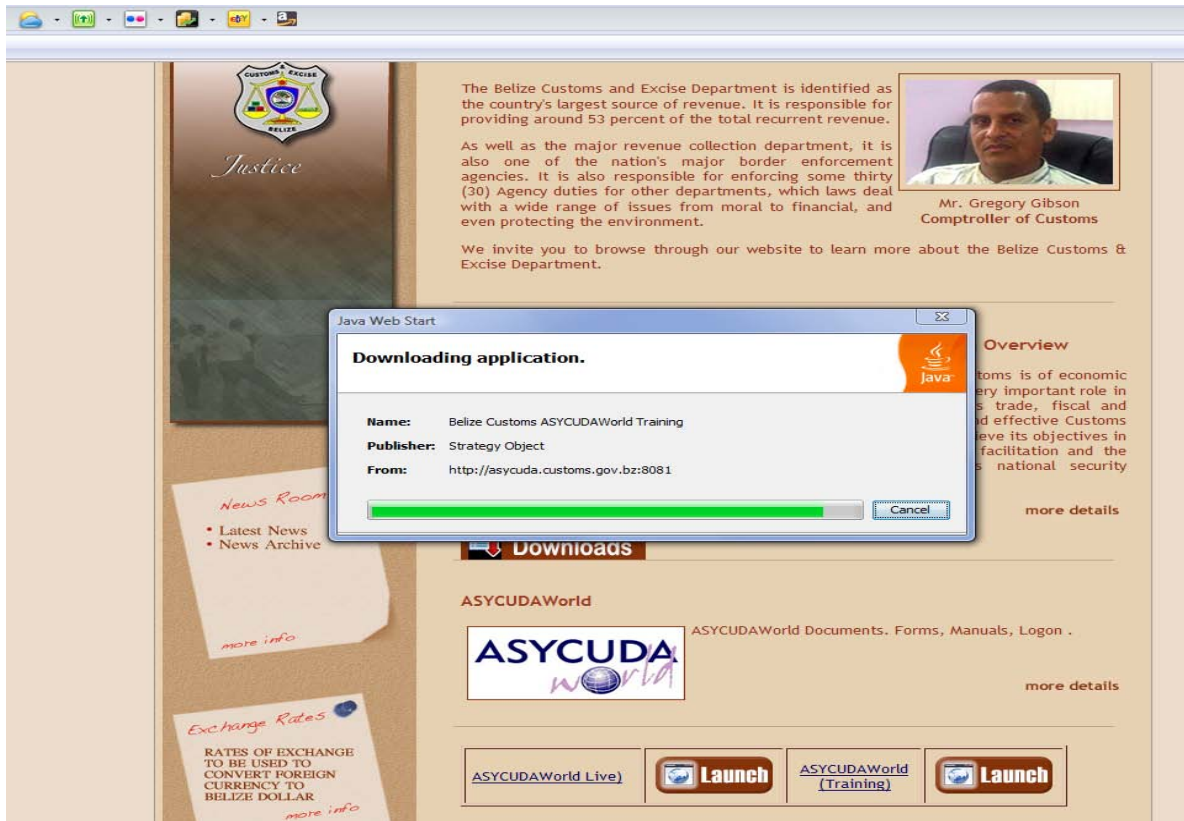


Figure 3: Downloading Client-side Files

The time for this process to complete usually takes a while and depends on various factors, such as: internet speed, CPU processor speed, and memory. It may range anywhere from five to ninety minutes to complete. Once the process is complete, another sub-window like the one in the figure below should appear. This happens if the user's PC is using FireFox web browser. It basically asks what the user wants FireFox to do with the file it just downloaded. There is an option to open the file with java Web Start Launcher (the default method) or to save the file. Click on the first option (to open the file) and click the box labelled "Do this automatically for files like this from now on" so that a check mark appears there. This will ensure that this particular sub-window doesn't appear again the next time the user wants to log in.

This does not normally happen with Internet Explorer web browser because it usually happens in the background.

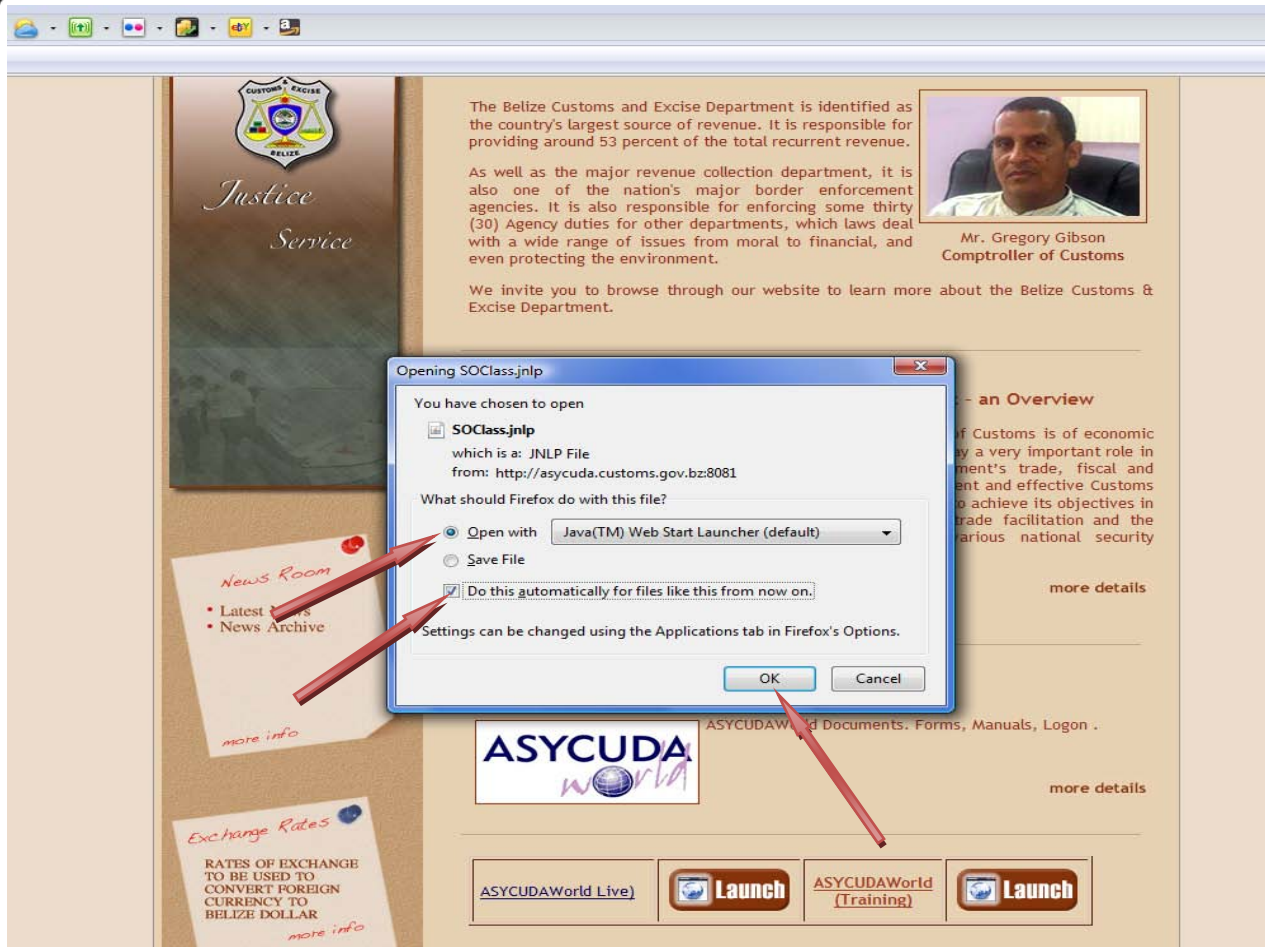
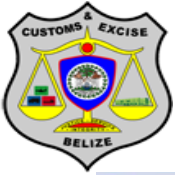


Figure 4: Opening the Downloaded File

Subsequent logins will execute a check of the downloaded file. The system will check for the file, when it finds it, it checks for the version of the file. If there is a newer version available (meaning if there have been updates to the system) a sub-window like the one in Figure 3 will appear and the update will be downloaded to the client PC after which the login screen will appear. If there has been no update and the version of the file is the latest version, then the system will display the login screen immediately as in the figure below:



Figure 5: ASYCUDAWorld Login Prompt

Use the login prompt to gain access to ASYCUDAWorld by typing the user name and password given to him/her by ASYCUDA administrators. Click on the “Check” button to login after typing in the user name and password.



Figure 6: Logging In

Document Library

After the user has successfully logged into ASYCUDAWorld the home screen is displayed like the one shown in Figure 7 below. Notice also that the username of the current user is displayed at the top left side of the ASYCUDAWorld main page. The “Document Library” is basically the menu for the system and sometimes it is not displayed on the screen as in Figure 8, but there are other ways to access the menu if the Document Library is not visible. One of the easiest and fastest ways to do this is to click on the icon that resemble a stack of yellow file folders (third from the left) in the top left side of the main page and the Document Library will appear.

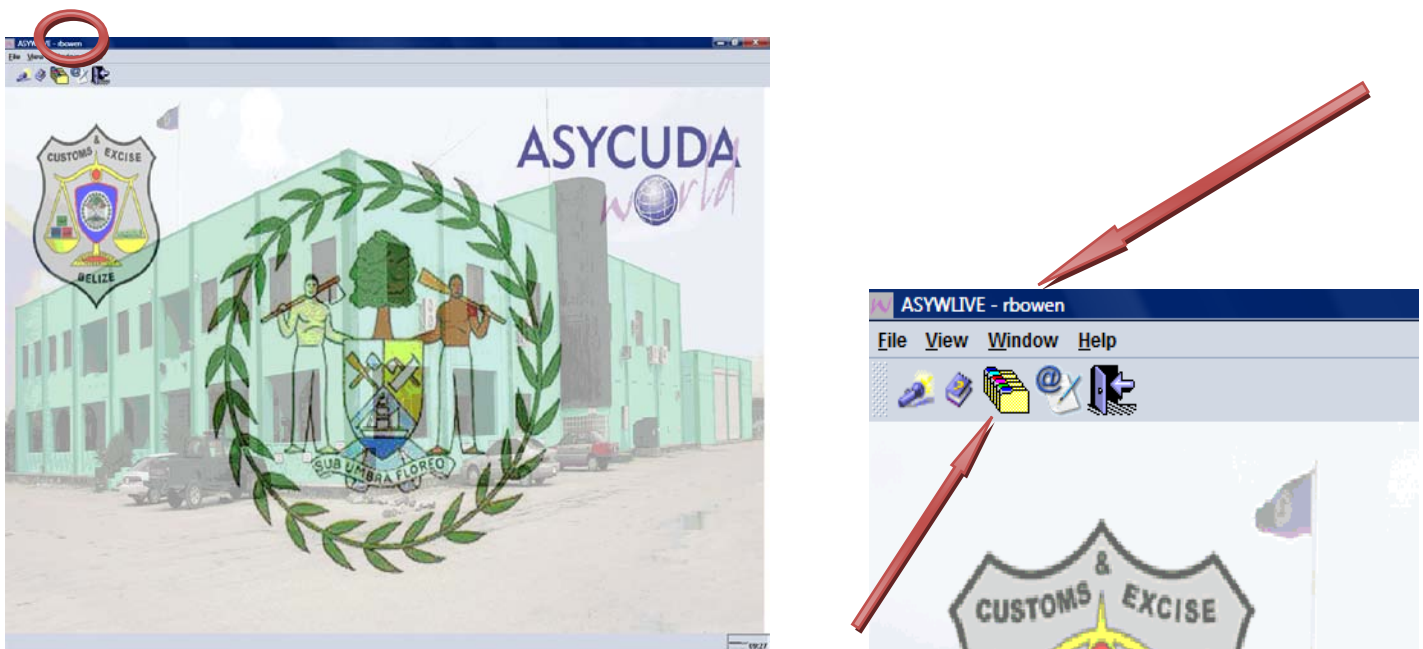


Figure 7: ASYCUDAWorld Main Page and Username Display

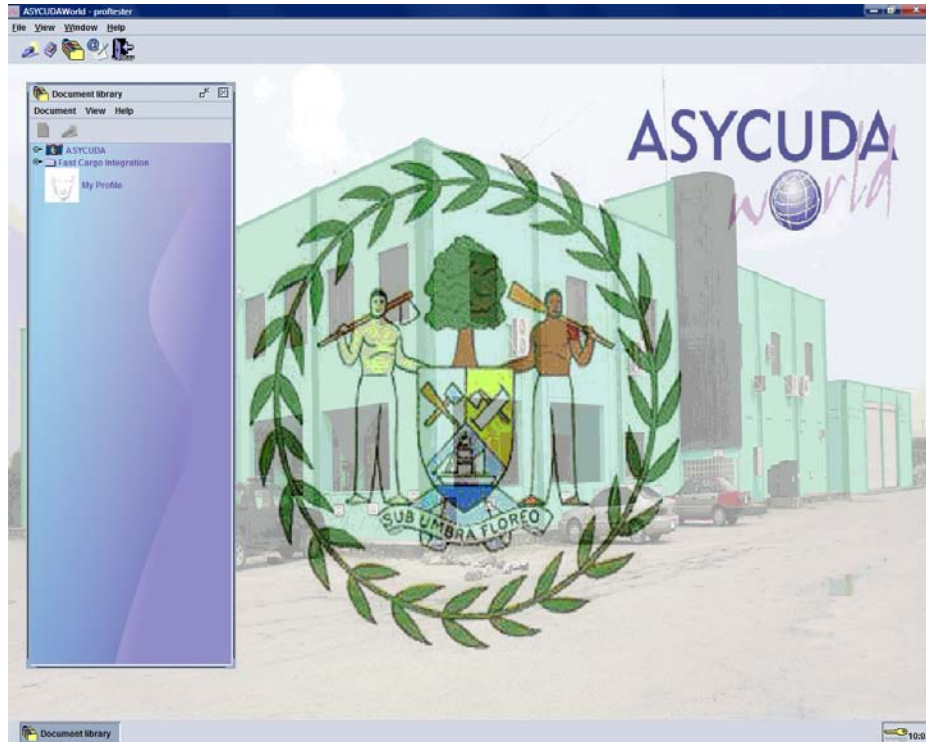


Figure 8: Main Page with Document Library Visible

Invoking a New Manifest Form

Click the “ASYCUDA” expansion button (+) and then click the ‘Cargo Manifest’ expansion button. This will expose the different sub-options available under the “Cargo Manifest” option.

As shown in Figure 9 below, under the “Cargo Manifest” option are three sub-options that do not have a “(+)” next to them and they instead have a blue folder icon. This simply means that the levels for this option stops here and there is no further sub-level. The first one is labelled “Manifest”. Right-click on the Manifest option to display a drop down menu. Here the user will click on “New” to create a new Manifest manually which will display a blank Manifest form.

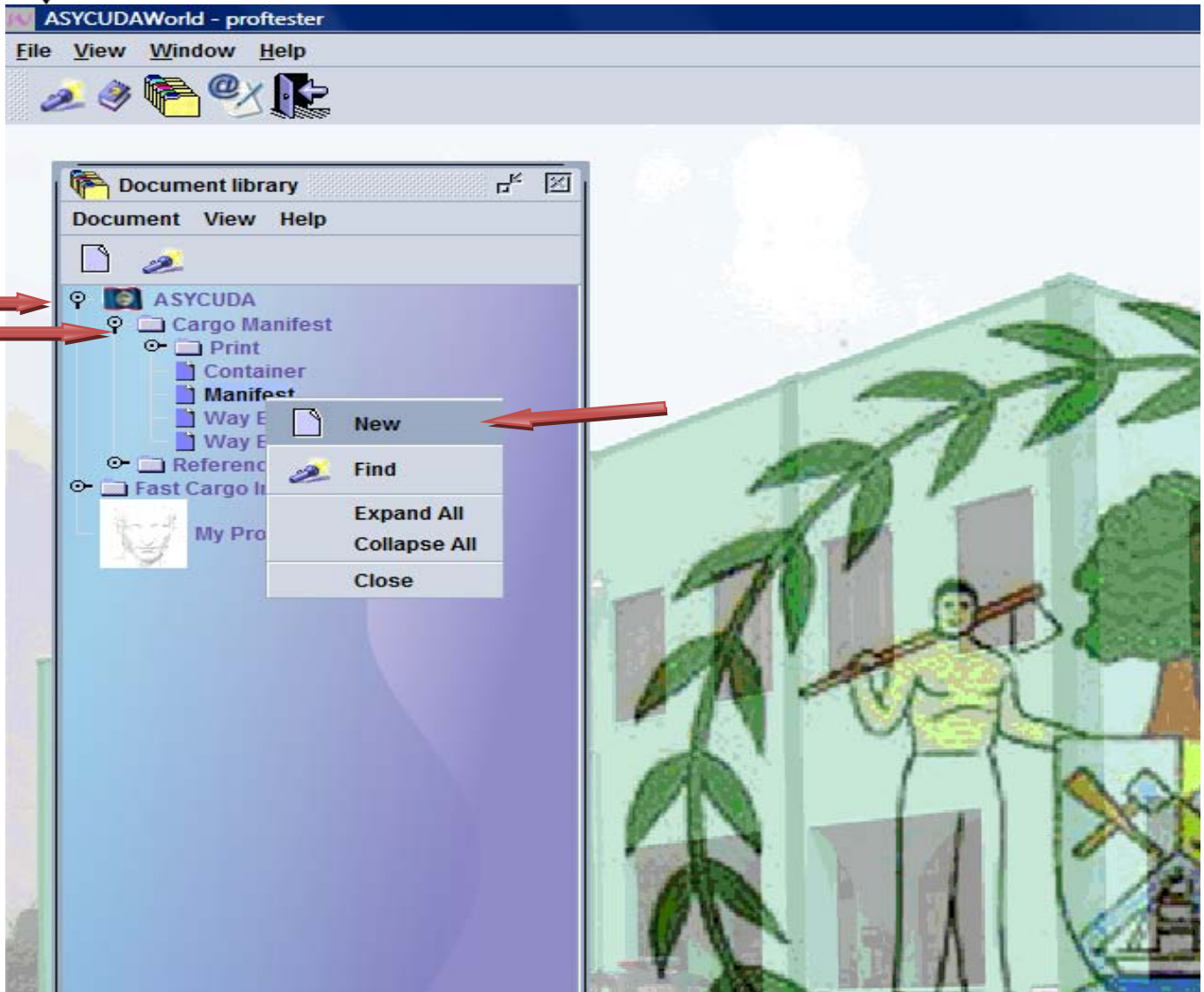


Figure 9: Create Manifest Menu

Note: The user can also access the document library menu by selecting file and then document library and the menu option needed.

A “New” manifest form appears in a new window where the user will input the necessary information about the manifest. The first part of the Manifest to be completed is the General Segment.



Manifest General Segment

The following are the fields that need to be completed:

Customs Office: Customs office code number

Voyage number: ship name, aircraft flight number, vehicle registration number to obtain a unique reference

Date of departure: Vessel date of departure from last port

Date of arrival: Vessel date of arrival to destination

Time of arrival: Vessel time of arrival to destination

Place of departure: Vessel last port of departure

Destination: Port where goods will be Customs cleared

Carrier: details of the carrier of the goods as required

Transport

Mode: Code of mode of transport

Nationality: country code of the means of transport

Identity: name of the transporter; ship, registration of aircraft or similar

Place: port of registry of a ship or place where the carrier's head office is located

Registration: details of the transport, vehicle or aircraft registration, registration for a ship and any additional details required in field 2 or leave field 2 blank

Master: details of the captain or pilot

Totals: summary of the cargo - details of the total number of bills on the manifest, number of packages, number of shipping containers and gross mass in kilos

Tonnage (gross and net): tonnage of a ship - not normally needed for Customs purposes

Last discharge: date of the last discharge of the ship

Some fields are mandatory and must be completed before being allowed to successfully validate the manifest. For example, the office code, voyage number and date of departure are the key identifying fields for storing and retrieving the manifest in AW. Similarly, the totals are used to check and validate the bill of lading details.

Some data such as "Customs Office Code" may have only one or several office codes depending on the number of authorized Customs Offices the user has access to and may submit manifests for.

Some of these data are provided by drop-down lists integrated in the form as shown in Figure 11, Figure 12, Figure 13 and Figure 14 below:

When invoking a new manifest form (or any form) or invoking any execution button, a series of three blinking red squares may be notice at the top right side of the ASYCUDAWorld main page as shown in Figure 10 below. This simply means that the server is responding to the users request to execute a command or display a form, etc.

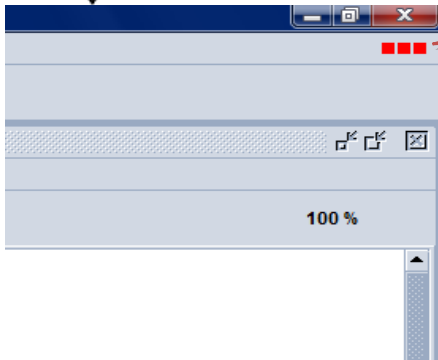


Figure 10: Server Responding

ASYCUDAWorld - profvester

File View Window Help

Manifest - New [n/a]

File Edit View Help

Manifest - General Information

Customs office: **BZBC** Customs Headquarters

Voyage number: **BZPI** Phillip Goldson Int'l Airport

Place of departure: _____

Place of destination: _____

Carrier: CSACAR03

Hyde Shipping Corp.
10025 NW 116 Way, Suite 2
Medley
Florida
USA

Shipping Agent: _____

Transport

Mode: _____

Nationality: _____

Registration: _____

Master: _____

Tonnage

Gross: _____ Net: _____

Office of destination (Transit): _____

Prev ref.: _____

Totals

Bills: _____

Packages: _____

Containers: _____

Gross Mass: _____

Arrival: _____ Time of arrival: _____ Registration Number: _____

Date of registration: _____ Last discharge: _____

Manifest Bol

Document library Manifest - New [n/a]

Figure 11: Manifest General Segment Customs Office Drop List



ASYCUDAWorld - profvester
File View Window Help

Manifest - New [BZBC]
File Edit View Help

Manifest - General Information

Customs office: BZBC Customs Headquarters

Voyage number: V9999 Date of departure: 25/06/2010 Date of arrival: 05/06/2010 Time of arrival: Registration Number: Last discharge:

Place of departure: Carrier: CSACAR03

Hyde Shipping Corp.
10025 NW 116 Way, Suite 2
Medley
Florida
USA

Shipping Agent:

Transport Mode: Nationality: Registration: Master: Identity: Place: Date:

Tonnage Gross: Net: Office of destination (Transit): Prev ref.:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Figure 12: Manifest Date Picker



ASYCUDAWorld - profester

File View Window Help

Manifest - New [BZBC]

File Edit View Help

Manifest - General Information

Customs office: BZBC Customs Headquarters

Voyage number: V9999 Date of departure: 25/06/2010 Date of arrival: 28/06/2010 Time of arrival: 11:35 Registration Number: /

Date of registration: 11 35 03 charge

Place of departure: Place of destination:

Carrier: CSACAR03

Hyde Shipping Corp.
10025 NW 116 Way, Suite 2
Medley
Florida
USA

Shipping Agent:

Transport Mode: Nationality: Registration: Master:

Identity: Place: Date:

Tonnage Gross: Net: Office of destination (Transit): Prev ref.:

Manifest Bol

Document library Manifest - New [BZ...

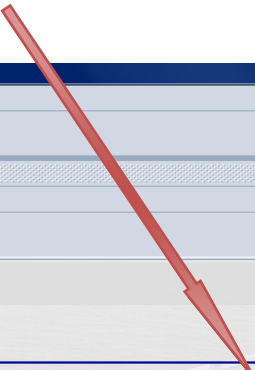


Figure 13: Time of Arrival Picker



ASYCUDAWorld - profester

File View Window Help

Manifest - New [BZBC]

File Edit View Help

Manifest - General Information

Customs office: BZBC Customs Headquarters

Voyage number: V9999 Date of departure: 25/06/2010 Date of arrival: 28/06/2010 Time of arrival: 11:35 Registration Number: / Last discharge: /

Place of origin: Miami Place of destination: BZBZE Belize City

Carrier: CSACAR03

Hyde Shipping Corp.
10025 NW 116 Way, Suite 2
Medley
Florida
USA

Shipping Agent

Totals

Bills:	1
Packages:	10
Containers:	1
Gross Mass:	10,000

Mode:

- 1 Sea Transport
- 3 Road Transport
- 4 Air Transport
- 5 Postal Transport

Identity: Place: Date:

Master:

Tonnage: Gross: Net: Office of destination (Transit): Prev ref.:

Manifest Bol

Document library Manifest - New [BZ... Location code fi...

Figure 14: Manifest Mode of Transport Drop List

Note: A Carrier-Agent user profile is tied through a particular carrier code to the specific international shipping line for which that user is authorized to submit shipping manifests. This will ensure that whenever the user logs in to ASYCUDAWorld and invoke a new manifest, the form that opens will show the carrier details already pre-filled by default.



When completing the manifest form (or any other form) and data is not entered in any of the mandatory fields, the field is shaded a bright red which will not change back to its default colour until the proper data is entered in the field. This is demonstrated in Figure 15 below:

ASYCUDAWorld - profester

File View Window Help

Manifest - New [n/a]

File Edit View Help

Manifest - General Information

Customs office

Voyage number

Date of departure 28/06/2010

Date of arrival Time of arrival Registration Number

Date of registration Last discharge

Place of departure

Place of destination

Carrier

Shipping Agent

Transport

Mode Nationality Registration Master

Identity Place Date

Tonnage

Gross Net

Office of destination (Transit) Prev ref.

Totals

Bills:

Packages:

Containers:

Gross Mass:

2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Manifest Bol

Document library Manifest - New [n/a]

Figure 15: Mandatory Fields

Two of the fields to be completed for the manifest forms are the “Place of Departure” and the “Place of Destination” fields. It is not expected that the user will know the code for these fields, but this information may be accessed in the following manner:

With the cursor blinking in the “Place of Departure” field (or with the field being active), press the F3 button and a sub-window labelled “Location Finder for Manifest” will appear on the screen as shown in Figure 16



below. This finder form has two parameters: “Localisation Code” and “Localisation Name”. The system user can utilize the “Criteria” in the next column available in drop-lists to perform a search for the code they need to enter in the Manifest Form.

Normally, the name of the place of departure is already known, so the user may click on the Criteria row that is next the Localisation Name and choose “Contains substring” from the drop list. This option is used if the place of departure name has two or more words in the name, such as “Port Everglades”. If the name has only one word (such as Miami), then the user may choose “Equals”.

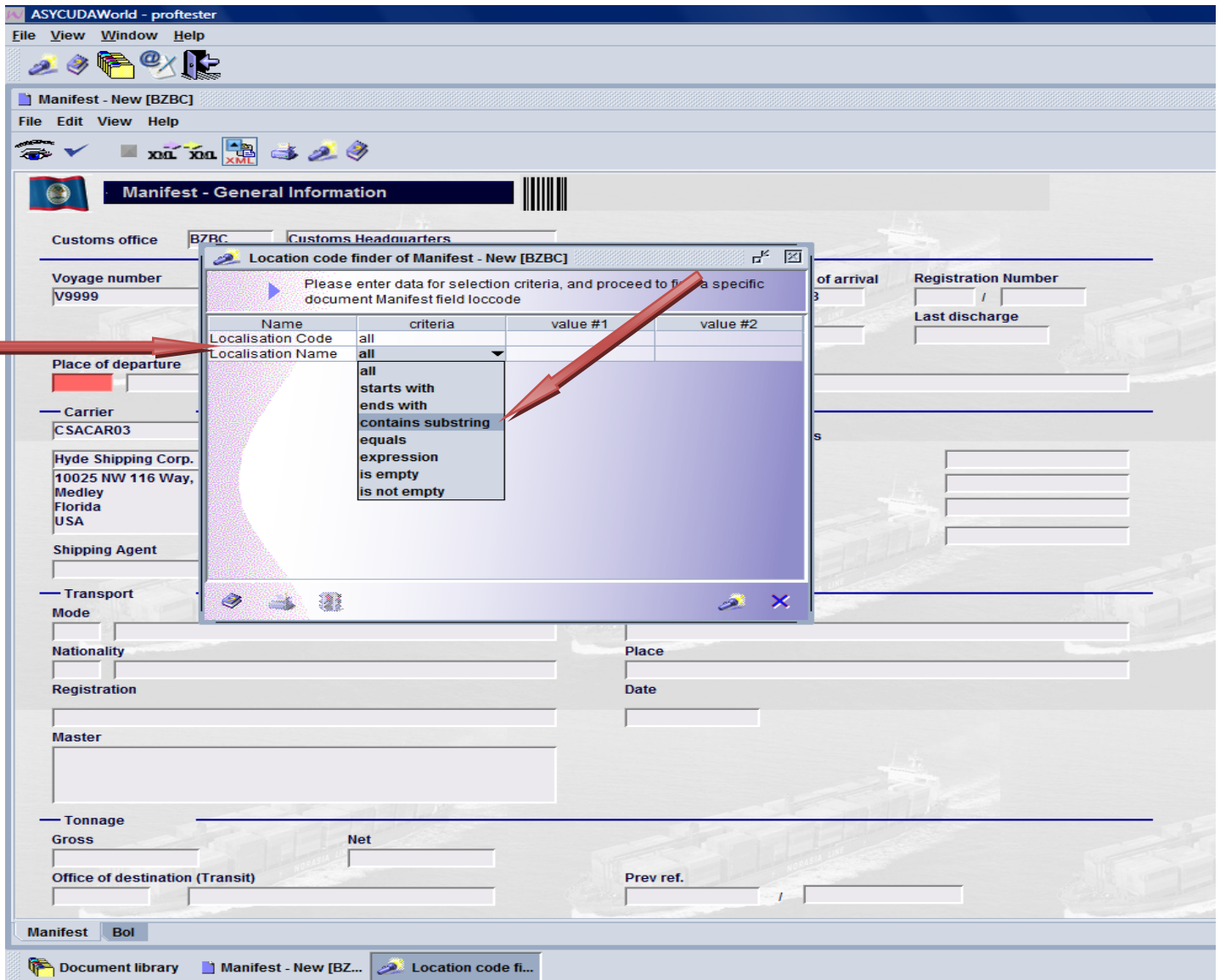


Figure 16: Location Finder Pt 1



Search with the criteria option set on “all” will result in searching an exhaustive list of location codes which may be time consuming.

After choosing the “Contains substring” option in the criteria column, the row next to it in the “Value #1” column will become activated. In this row, the user must type in caps the portion of name of the port they need to find as shown in Figure 17 below: For this example, the part name “Miami” of the port in question is used. The icon at the bottom right that resembles a flashlight is then pressed to initiate the search.

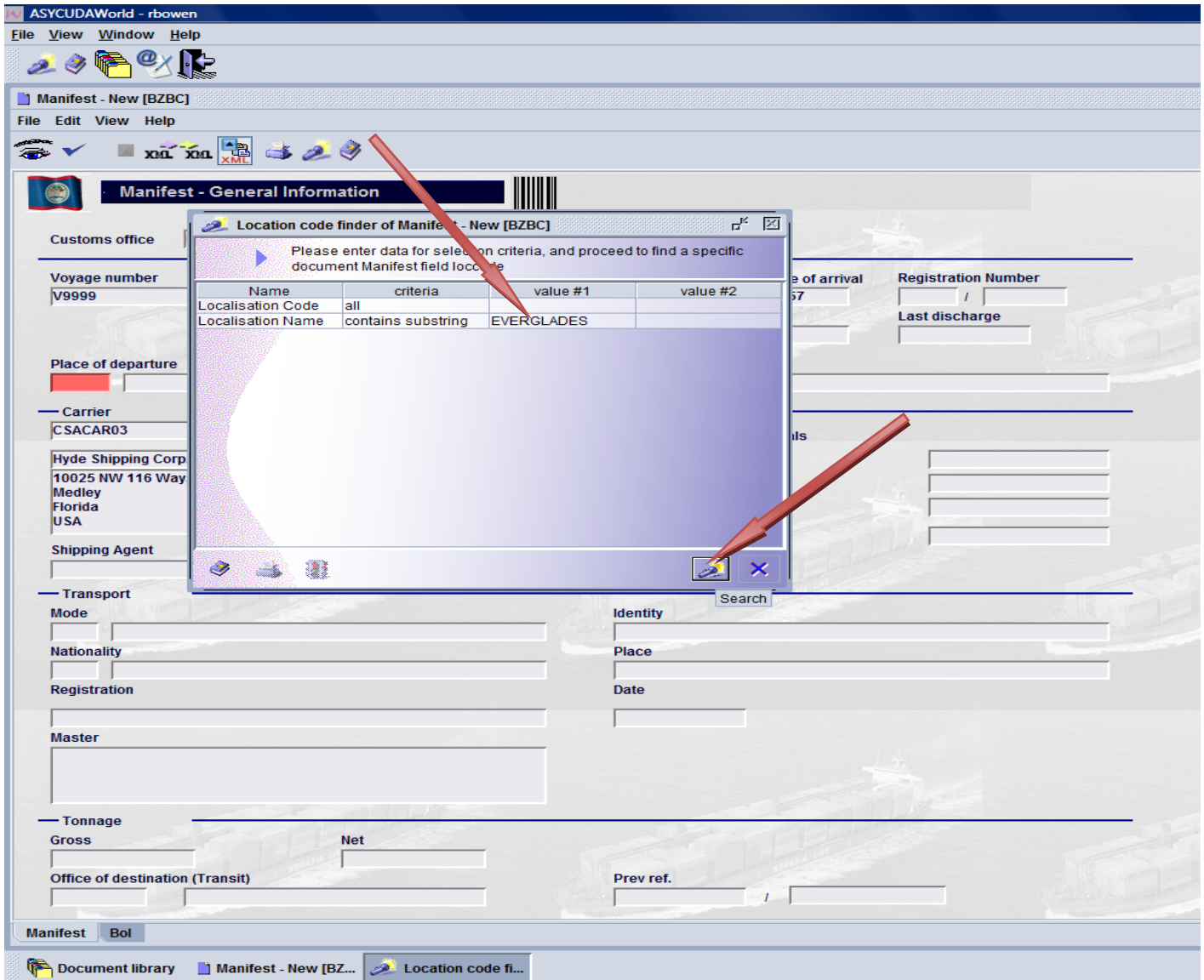


Figure 17: Location Finder Pt. 2



The system checks the database for anything containing the part of the name “EVERGLADES” and the code assigned to that port and displays it as shown in Figure 18 below:

The screenshot shows the ASYCUDAWorld application window titled 'Manifest - New [BZBC]'. The main window has a menu bar (File, Edit, View, Help) and a toolbar. The 'Manifest - General Information' section is visible, with fields for 'Voyage number' (V9999), 'Carrier' (CSACAR03), 'Shipping Agent' (Hyde Shipping Corp), and 'Transport Mode'. A 'Location code finder of Manifest - New [BZBC]' dialog box is open, displaying a search result table:

Localisation Code	Localisation Name	Start date	End date
USPEF	PORT EVERGLADES	24/06/2010	

The dialog box also includes a message: 'One document found! Please select a document and select an action from the local menu'. The background window shows various other fields like 'Place of departure', 'Nationality', 'Registration', 'Master', 'Tonnage' (Gross, Net), 'Office of destination (Transit)', and 'Prev ref.'.

Figure 18: Location Finder Pt. 3

Double-clicking the row where the result is shown will result in the Locode being inserted into the field where it belongs. This is demonstrated in Figure 19 below:

Note that if the user performs a search for Locode (or any other term) by navigating through the Reference tables (ASYCUDA – Reference – Transaction Control – Transport – Places of loading), then double-clicking will not insert any search result in the field the user needs to populate. The reference tables are only to view search results and nothing more.



ASYCUDAWorld - rbowen

File View Window Help

Manifest - New [BZBC]

File Edit View Help

Manifest - General Information

Customs office: BZBC Customs Headquarters

Voyage number: V999 Date of departure: 25/06/2010 Date of arrival: 28/06/2010 Time of arrival: 12:57 Registration Number: / / Last discharge: / /

Place of departure: USPEF PORT EVERGLADES Place of destination: / /

Carrier: C SACAR03

Shipping Agent: Hyde Shipping Corp.
10025 NW 116 Way, Suite 2
Medley
Florida
USA

Transport Mode: Nationality: Registration: Master: Identity: Place: Date:

Tonnage Gross: Net: Office of destination (Transit): Prev ref.:

Manifest Bol

Document library Manifest - New [BZ... Location code fi...

Figure 19: Inserted Place of Departure Code

The “Shipping Agent” filed is asking the user to enter the GST TIN number for the local Shipping Agency that represents the shipping carrier lines while they are in port. Each Shipping Agency should have this information and the user can simply enter the TIN number in the first filed for the Shipping Agency segment. Simply hitting the tab button will populate the second field with the Shipping Agency name that corresponds with the TIN number entered. This is demonstrated in Figure 20 below:



ASYCUDAWorld - profvester
File View Window Help

Manifest - New [BZBC]
File Edit View Help

Manifest - General Information

Customs office: BZBC Customs Headquarters

Voyage number: V9999 Date of departure: 25/06/2010 Date of arrival: 28/06/2010 Time of arrival: 13:33 Registration Number: / Last discharge: /

Place of departure: CMMI Miami Place of destination: BZBE Belize City

Carrier: CS CAR03

Hyd Shipping Corp.
100 5 NW 116 Way, Suite 2
Medley
Florida
USA

Shipping Agent: 5335 CARIBBEAN SHIPPING AGENCIES

Transport Mode: Nationality: Registration: Master: Identity: Place: Date:

Tonnage Gross: Net: Office of destination (Transit): Prev ref.:

Manifest Bol

Document library Manifest - New [BZ...

Figure 20: Shipping Agent Fields

Activating the first field in the Shipping Agent segment (putting the cursor in the field) will display a drop arrow. The user should not expect to see any list there because this field is historized, which means that the drop list will contain the last seven TIN numbers that the user entered in that field. But since there is only one TIN number that the user would enter (the TIN number for his own office) there should be only one memorized TIN number there.

Users must beware when entering mode of transport codes in their manifests. The mode of transport codes must match those that are authorized for the Customs Office where the manifest is being registered. For example, in Figure 21 below, the mode of transport code for “Air Transport” will not match “BZBC” as the Customs Office because air transport is not an authorized means of transporting cargo to Belize City as a port of



entry for cargo. When this happens, the two fields concerned will be highlighted in bright red and will remain so until the mode of transport code is fixed to suit the Customs Office.

The screenshot shows the ASYCUDAWorld software interface for creating a new manifest. The 'Manifest - General Information' section is visible. The 'Customs office' field is set to 'BZBC' and is highlighted in red. The 'Mode' dropdown menu is set to '4' and is also highlighted in red. A red pencil icon points to the 'BZBC' field, and another red pencil icon points to the '4' in the 'Mode' dropdown. The 'Totals' section on the right shows the following values: Bills: 1, Packages: 10, Containers: 1, and Gross Mass: 10,000. The 'Carrier' section shows 'Hyde Shipping Corp.' and 'Shipping Agent' 'CARIBBEAN SHIPPING AGENCIES'. The 'Transport' section shows 'Air Transport' selected. The 'Tonnage' section shows 'Gross' and 'Net' fields. The 'Office of destination (Transit)' and 'Prev ref.' fields are also visible.

Figure 21: Customs Office/Mode of Transport Incompatibility

The Totals segment on the right side of the manifest form is asking the user to enter the Bill of Lading totals, Packages totals, Container totals, and Gross Mass totals. These totals are for the entire shipment of **all** cargo consigned to the particular port of entry for which the manifest is being created. The first three fields are designed to accept integers (or whole number figures) while the last field (Gross Mass) is designed to accept decimals, and the unit of measure for this field is Kilograms. Figure 22 below highlights these fields:



ASYCUDAWorld - proftester

File View Window Help

Manifest - New [BZBC]

File Edit View Help

Manifest - General Information

Customs office: BZBC Customs Headquarters

Voyage number: V9999 Date of departure: 25/06/2010 Date of arrival: 28/06/2010 Time of arrival: 13:33 Registration Number: / Last discharge: /

Place of departure: CAMMI Miami Place of destination: BZBZE Belize City

Carrier: CSACAR03

Hyde Shipping Corp.
10025 NW 116 Way, Suite 2
Medley
Florida
USA

Shipping Agent: 5335 CARIBBEAN SHIPPING AGENCIES

Totals

Bills:	1
Packages:	10
Containers:	1
Gross Mass:	10,000

Transport

Mode: 1 Sea Transport Identity: CARIBE NAVIGATOR

Nationality: [Country Code] Place: /

Registration: / Date: /

Master: /

Tonnage

Gross: / Net: /

Office of destination (Transit): / Prev ref.: /

Manifest Bol

Document library Manifest - New [BZ...

Figure 22: Totals Segment

After entering the mode of transport, the user is then required to enter the name of the vessel in the “Identity” field. If the manifest was being created for air cargo, the flight number of the aircraft would be entered here. If cargo is entering Belize through a land border, the license plate number of the vehicle, truck or trailer would be entered here.

The next requirement would be the nationality of the vessel, flight, or vehicle in the “Nationality” field. The first field for this segment is a drop list of 2-character country codes to choose from. Selecting the appropriate choice would populate this field as well as the second field with the country’s name. Figure 23 below demonstrates:



ASYCUDAWorld - profvester

File View Window Help

Manifest - New [BZBC]

File Edit View Help

Manifest - General Information

Customs office: BZBC Customs Headquarters

Voyage number: V9999 Date of departure: 25/06/2010 Date of arrival: 28/06/2010 Time of arrival: 13:33 Registration Number: / Last discharge: /

Place of departure: CAMMI Miami Place of destination: BZBE Belize City

Carrier: CSACAR03

Hyde Shipping Corp.
10025 NW 16 Way, Suite 2
Medley
Florida
USA

Shipping agent: 5335 CARIBBEAN SHIPPING AGENCIES

Transport Mode: 1 Sea Transport

Nationality: AG Antigua and Barbuda

Registration: Nationality of transport - country code

Identity: CARIBE NAVIGATOR

Place: /

Date: /

Master: /

Tonnage: Gross / Net / Office of destination (Transit) / Prev ref. /

Manifest Bol

Document library Manifest - New [BZ...

Totals	
Bills:	1
Packages:	10
Containers:	1
Gross Mass:	10,000

Figure 23: Identity and Nationality

The next three fields (“Place”, “Registration”, and “Date”) are fields where the user would enter the vessel’s, flight’s, or vehicle’s place of registration, the registration number, and the date of registration. These information, however are optional.

Following these fields is the “Master” field in which the user must enter the name of the vessel’s master, or the flight captain’s name, or the name of the vehicle’s driver. Figure 24 below demonstrates:



ASYCUDAWorld - profvester
File View Window Help

Manifest - New [BZBC]
File Edit View Help

Manifest - General Information

Customs office: BZBC Customs Headquarters

Voyage number: V9999 Date of departure: 25/06/2010 Date of arrival: 28/06/2010 Time of arrival: 13:33 Registration Number: / Last discharge: /

Date of registration: /

Place of departure: CAMMI Miami Place of destination: BZBZE Belize City

Carrier: CSACAR03

Hyde Shipping Corp.
10025 NW 116 Way, Suite 2
Medley
Florida
USA

Shipping Agent: 5335 CARIBBEAN SHIPPING AGENCIES

Transport Mode: 1 Sea Transport Nationality: AG Antigua and Barbuda Registration: / Identity: CARIBE NAVIGATOR Place: / Date: /

Master: WILLIAM SCHMIDT

Tonnage: Gross Net Office of destination (Transit): / Prev ref.: /

Master information: /

Manifest Bol

Document library Manifest - New [BZ...

Figure 24: Master Field

The fields inside the “Tonnage” segment are all optional fields and are not required for completing the manifest general information form. The user may proceed to “tab” (using the tab button) until the cursor is navigated out of the “Tonnage” segment of the manifest form and will notice that the tabbing will take the user back to the top of the form. When this occurs, it basically means that the user has entered all the necessary data in the appropriate fields. It checks to see that the proper format was used when entering data i.e. date where a date should be entered, integers where integers should be entered, decimals where decimals should be entered, codes where codes should be entered.

N.B. The system does not check the integrity of the data entered, only its format. The data’s integrity is completely dependent on the user.



When completed, the Manifest General Information will look something like Figure 25 below:

ASYCUDAWorld - profester

File View Window Help

Manifest - New [BZBC]

File Edit View Help

Manifest - General Information

Customs office:

Voyage number: Date of departure: Date of arrival: Time of arrival: Registration Number: /

Date of registration: Last discharge:

Place of departure: Place of destination:

Carrier:

Hyde Shipping Corp.
10025 NW 116 Way, Suite 2
Medley
Florida
USA

Shipping Agent:

Totals

Bills:

Packages:

Containers:

Gross Mass:

Transport

Mode: Identity:

Nationality: Place:

Registration: Date:

Master:

Tonnage

Gross: Net:

Office of destination (Transit): Prev ref.: /

Manifest Bol

Document library Manifest - New [BZ...

Figure 25: Completed Manifest General Information Segment



Verifying The Manifest

After completing the requirements of the form the user will verify the document by choosing the ‘Verify’ icon that looks like an eye at the top left of the form as in Figure 26 below:

The screenshot shows the ASYCUDAWorld software interface. At the top, there is a menu bar with 'File', 'View', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. A red arrow points to the 'Verify' icon, which is an eye. The main window is titled 'Manifest - New [BZBC]' and contains a form for 'Verify the document Manifest - General Information'. The form includes fields for Customs office (BZBC), Customs Headquarters, Voyage number (V9999), Date of departure (25/06/2010), Date of arrival (28/06/2010), Time of arrival (13:33), Registration Number, Date of registration, Last discharge, Place of departure (CAMMI Miami), Place of destination (BZBZE Belize City), Carrier (CSACAR03), Hyde Shipping Corp. (10025 NW 116 Way, Suite 2, Medley, Florida, USA), Shipping Agent (5335 CARIBBEAN SHIPPING AGENCIES), Mode (1 Sea Transport), Nationality (AG Antigua and Barbuda), Registration, Identity (CARIBE NAVIGATOR), Place, Date, Master (WILLIAM SCHMIDT), Tonnage (Gross, Net), Office of destination (Transit), and Prev. ref. A 'Totals' table is also present, showing Bills: 1, Packages: 10, Containers: 1, and Gross Mass: 10,000.

Totals	
Bills:	1
Packages:	10
Containers:	1
Gross Mass:	10,000

Figure 26: Verify the Manifest Document

Figure 27 below shows the sub-window that is displayed after the “Verify” button is clicked:



ASYCUDAWorld - profvester
File View Window Help

Manifest - New [BZBC]
File Edit View Help

Manifest - General Information

Customs office: BZBC Customs Headquarters

Voyage number: V9999 Date of departure: 25/06/2010 Date of arrival: 28/06/2010 Time of arrival: 13:33 Registration Number: / Last discharge: /

Place of departure: CAMMI Miami Place of destination: BZBZE Belize City

Carrier: CSACAR03

Hyde Shipping Corp.
10025 NW 116 Way, Suite 2
Medley
Florida
USA

Shipping Agent: 5335 CARIBBEAN SHIPPING AGENCIES

Transport Mode: 1 Sea Transport Nationality: AG Antigua and Barbuda Registration: Identity: CARIBE NAVIGATOR Place: Date:

Master: WILLIAM SCHMIDT

Tonnage Gross: Net: Office of destination (Transit): Prev ref.:

Totals	
1	1
10	10
1	1
10,000	10,000

Message: Document verified! Yes

Manifest Bol

Document library Manifest - New [BZ...

Figure 27: Document Verified

Exporting the Document as XML to the Local Drive

At this point, the user may wish to save or export the Manifest document as an xml file to their local hard drive (or desktop, or My Documents). This would be the case if the user has other manifests to create. Instead of starting from scratch, they may use the saved xml file to pre-fill a new Manifest form and simply change the old



data to the new data. This may be achieved by clicking on the “Export to ASYCUDA XML File” icon (4th icon from left) as shown in Figure 28 below:

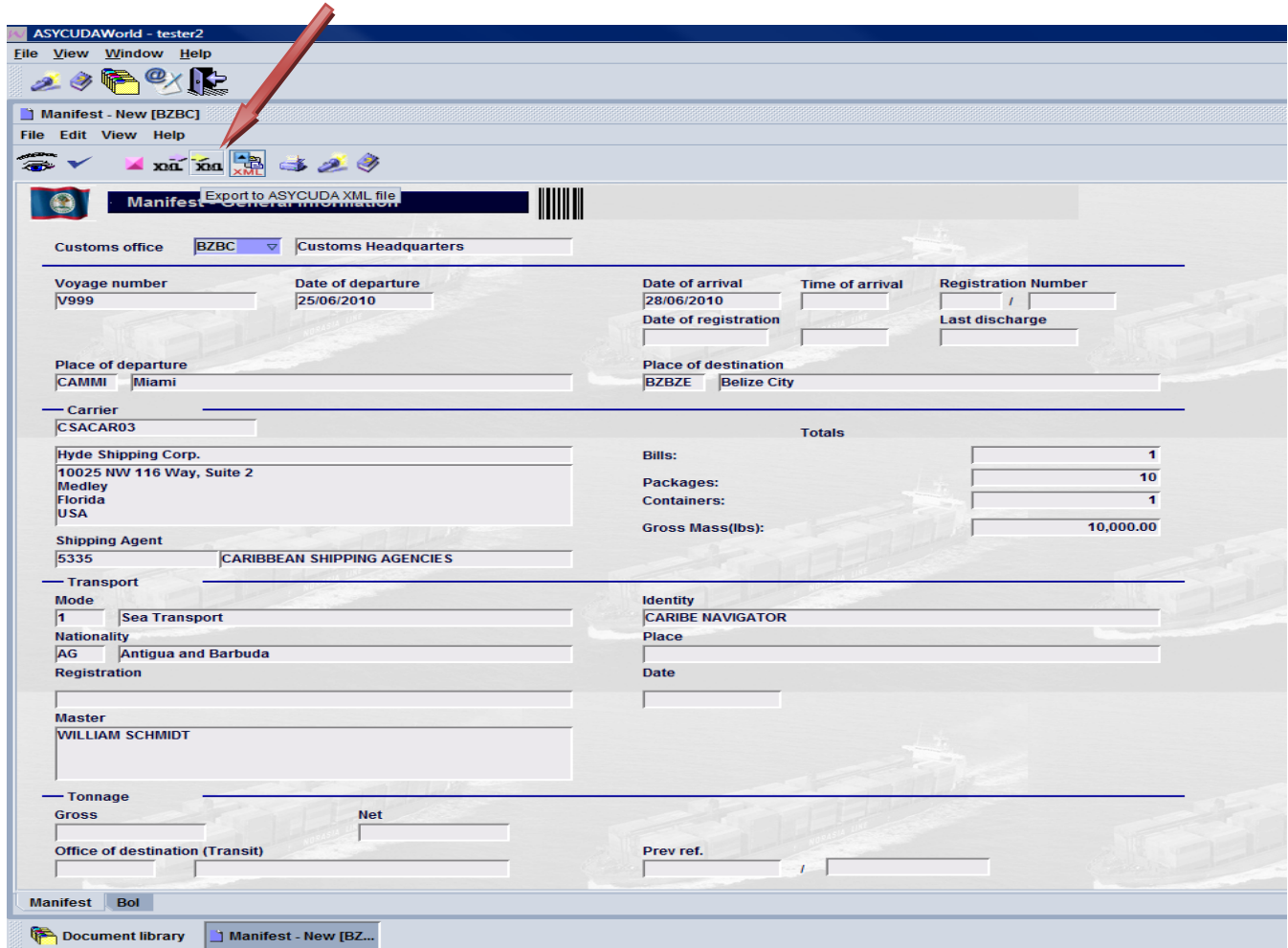


Figure 28: Export to ASYCUDA XML File

Upon clicking the “Export” icon a sub-window appears where the user can choose a location on his/her local hard drive to save the XML file. This is illustrated in Figure 29 below. I have chosen to save the file on my Desktop for this example and named the file “Test1”. To locate the Desktop on the “Choose Location” sub-window, the user simply has to click on the icon that resemble a house. The house signifies “Home” and home is the Desktop.

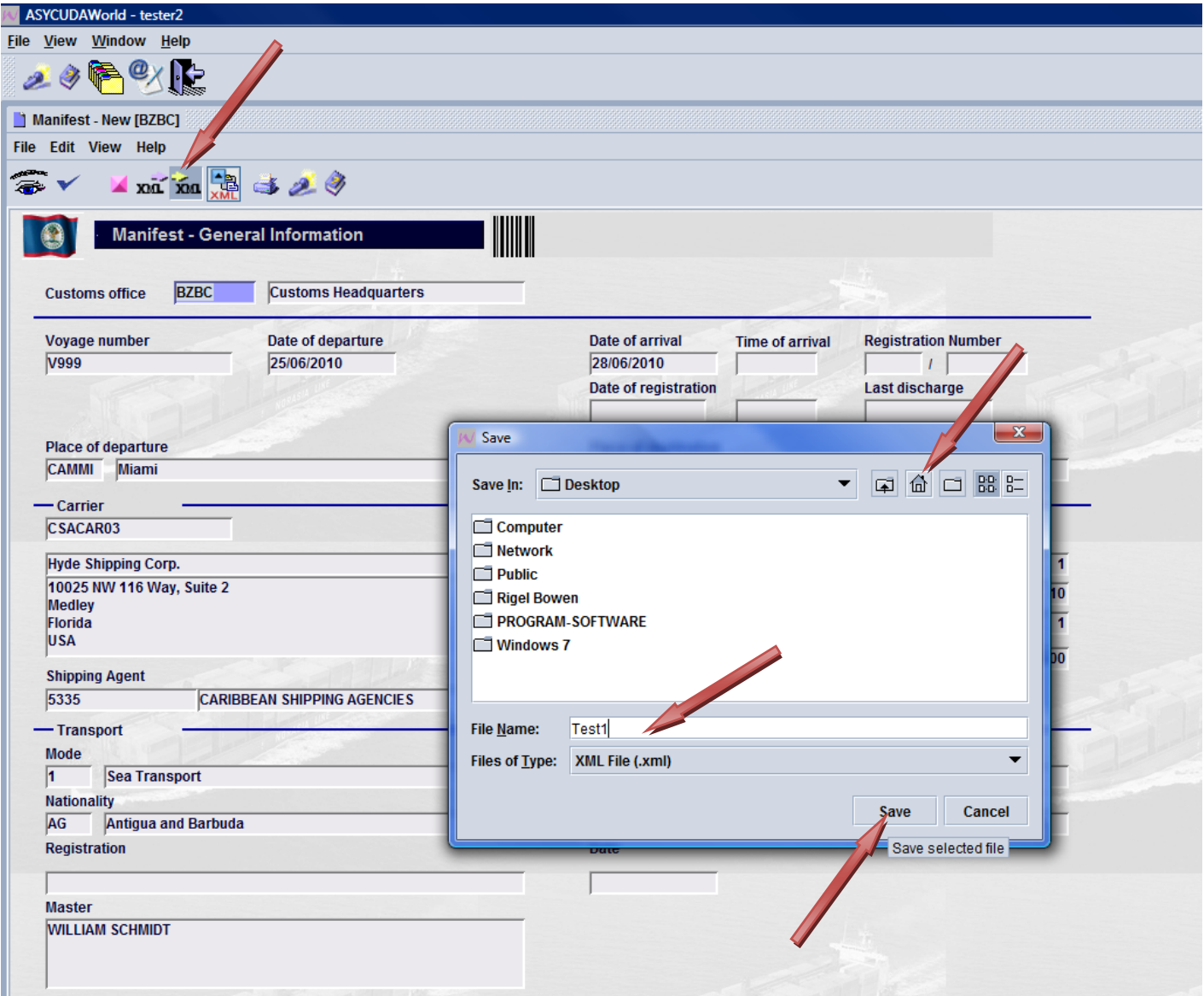


Figure 29: Choose Location to Export ASYCUDA XML File

Figure 30 below shows the success message appears on the screen when the file is saved to the user's local hard drive:



ASYCUDAWorld - tester2

File View Window Help

Manifest - New [BZBC]

File Edit View Help

Manifest - General Information

Customs office: Customs Headquarters

Voyage number: Date of departure: Date of arrival: Time of arrival: Registration Number: /

Date of registration: Last discharge:

Place of departure: Miami Place of destination: Belize City

Carrier: Totals

Hyde Shipping Corp.	1
10025 NW 116 Way, Suite 2	10
Medley	1
Florida	
USA	0.00

Shipping Agent: Yes

Transport

Mode	Identity
<input type="text" value="1"/> Sea Transport	<input type="text" value="CARIBE NAVIGATOR"/>
Nationality	Place
<input type="text" value="AG"/> Antigua and Barbuda	<input type="text"/>
Registration	Date
<input type="text"/>	<input type="text"/>

Master:

Export

Export to file 'C:\Users\Rigel Bowen\Desktop\Test1.xml' was successful!

Yes

Figure 30: Export Successful

Import the XML Manifest Document

To import or recall the saved Manifest XML file, the user has to open a new or blank Manifest form (as was shown in Figure 9 above) and then click on the “Import from ASYCUDA XML File” icon (3rd icon from left), as shown in Figure 31, below which will open a sub-window to choose the location of the saved file (as was shown in Figure 29).

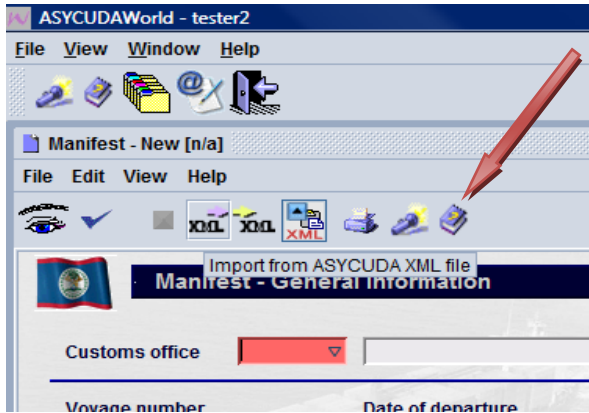


Figure 31: Import XML File

The application will integrate the saved XML file into the new blank form and populate the fields with the old data. The user now just has to replace the data in each field as is necessary by tabbing from one field to the next and inserting the new information. Figure 32 demonstrates below:

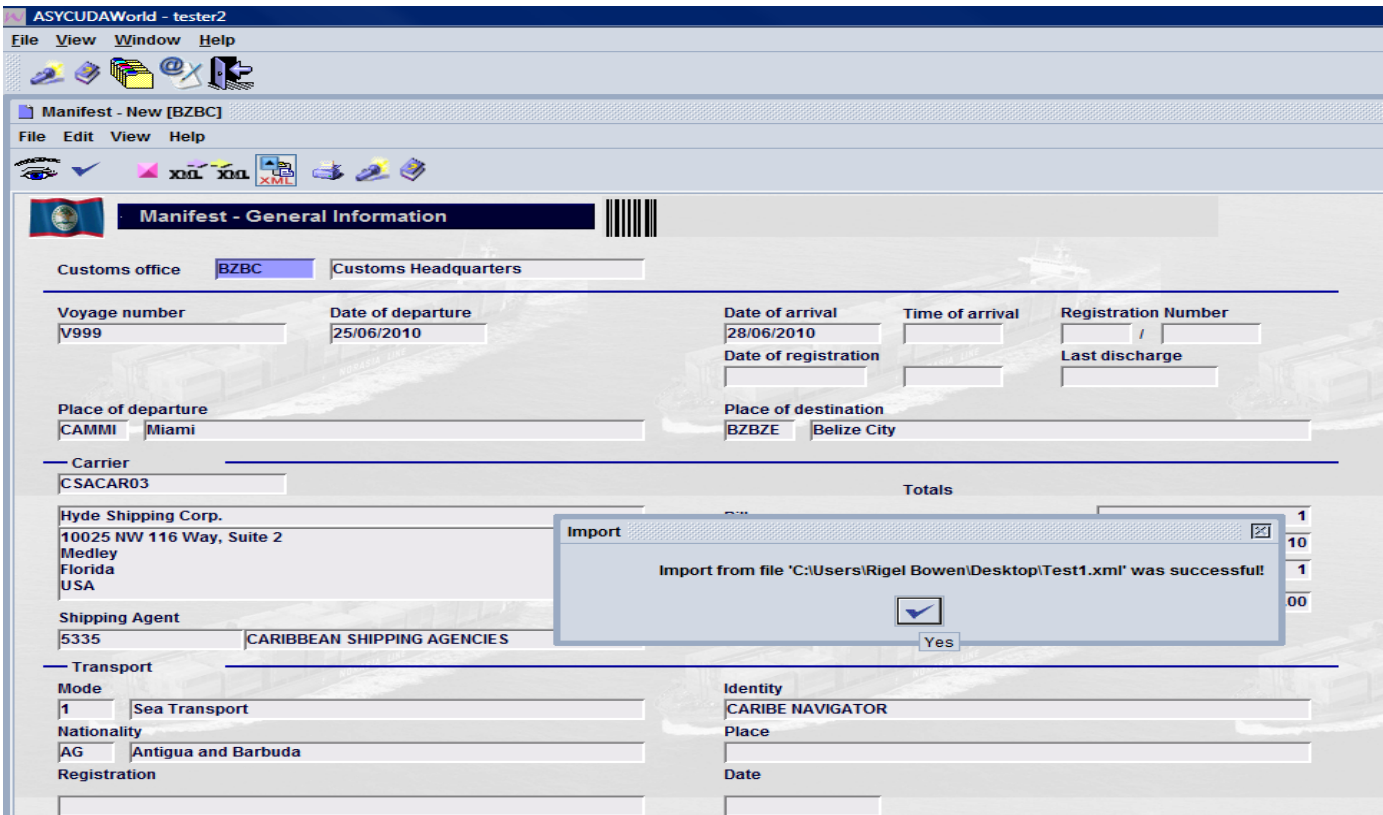


Figure 32: Import Successful



NB. Saving documents as XML files is a feature that works for both Manifest and Waybills, and while the above example demonstrates the use of this feature with Manifest, it is much more efficient to use this feature with Waybills since users who enter data manually will create much more waybills than they will create manifests. Furthermore, they will create more waybills for the *same* manifest which is one of the things this feature assists with in terms of time.

Storing a Manifest

When the user has finished inputting data and verified the document (as was shown in Figure 26) the document may be stored in the ASYCUDAWorld database by clicking the “Store” icon which is the icon that looks like a blue check mark, as is shown in Figure 33 below:

The screenshot shows the ASYCUDAWorld software interface. The main window is titled 'Manifest - General Information' and contains various data entry fields. A red arrow points to the 'Store' icon (a blue checkmark) in the top toolbar. The form fields include:

- Customs office: BZBC (dropdown), Customs Headquarters
- Voyage number: V9999
- Date of departure: 25/06/2010
- Date of arrival: 28/06/2010
- Time of arrival: 13:33
- Registration Number: /
- Date of registration: /
- Last discharge: /
- Place of departure: CAMMI Miami
- Place of destination: BZBZE Belize City
- Carrier: CSACAR03
- Hyde Shipping Corp. 10025 NW 116 Way, Suite 2 Medley Florida USA
- Shipping Agent: 5335 CARIBBEAN SHIPPING AGENCIES
- Mode: 1 Sea Transport
- Nationality: AG Antigua and Barbuda
- Registration: /
- Master: WILLIAM SCHMIDT
- Tonnage: Gross / Net
- Office of destination (Transit): /
- Prev ref.: /

The 'Totals' section shows:

Bills:	1
Packages:	10
Containers:	1
Gross Mass:	10,000

Figure 33: Store a Manifest



The system performs background checks when the “Store” button is clicked and then it stores the manifest general segment to the Customs server. **Note that the data that is stored is only the manifest general segment, not the manifest with waybills because the waybills have not yet been created.** Figure 34 below illustrates the window that appears once the storing of the manifest is successful:

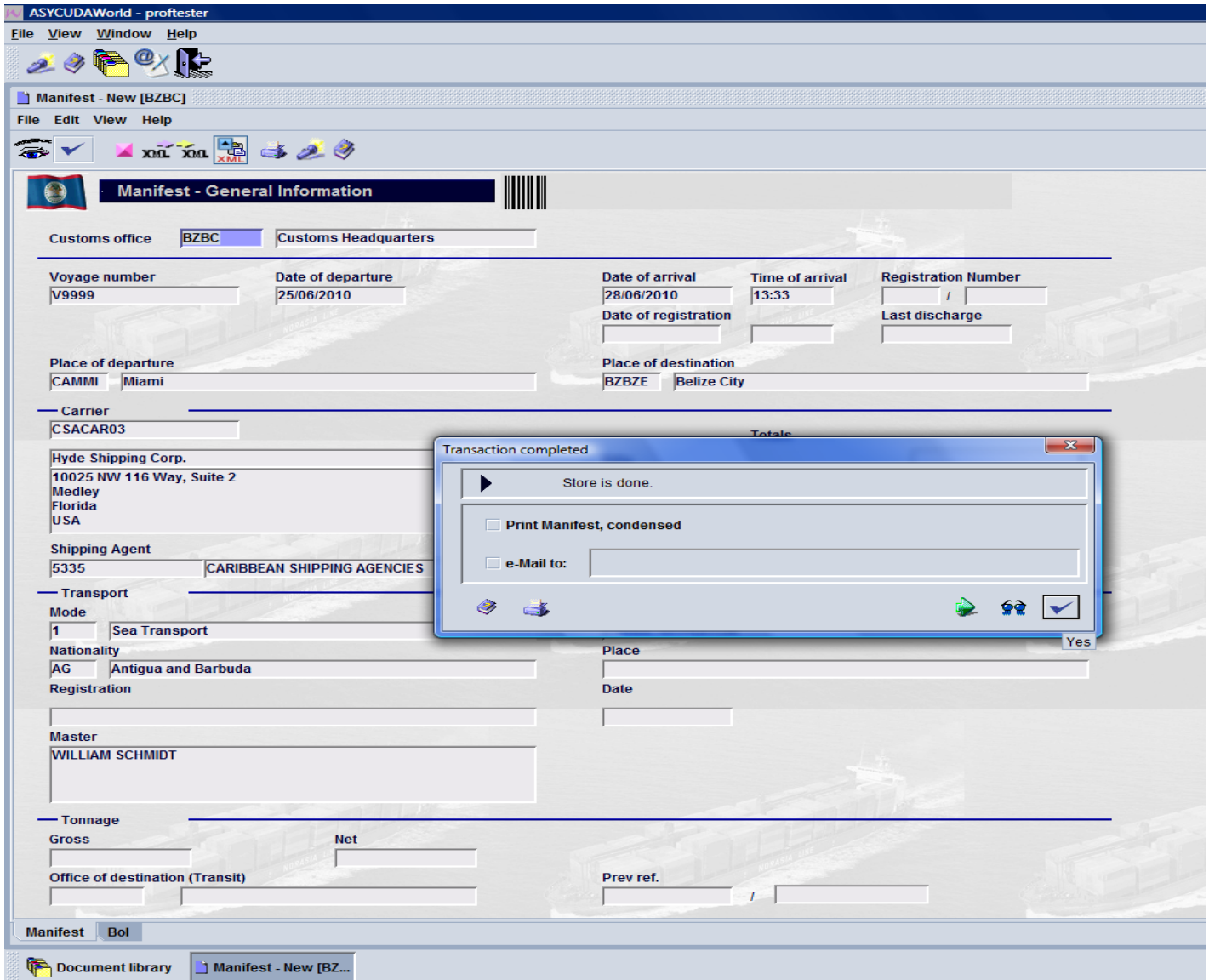


Figure 34: Manifest is Stored

This completes the general segment details for the manifest.



Creating a Waybill

Note: Creating a “Waybill is done after creating a manifest.

A “Waybill” can be a Bill of Lading (BOL), Airway Bill (AWB), etc. Or any transport document. A Waybill can be created in one of two ways:

1. By invoking a blank new waybill form through the document library
2. By invoking a pre-populated waybill from the stored manifest itself

The first method will be discussed below.

Invoking the Waybill Form (Method 1)

From the document library expand “ASYCUDA”, expand Cargo manifest, then right-click on “Way Bill”. A drop down menu will be displayed. Select the “New” option to create a new waybill as is shown in Figure 35 below:

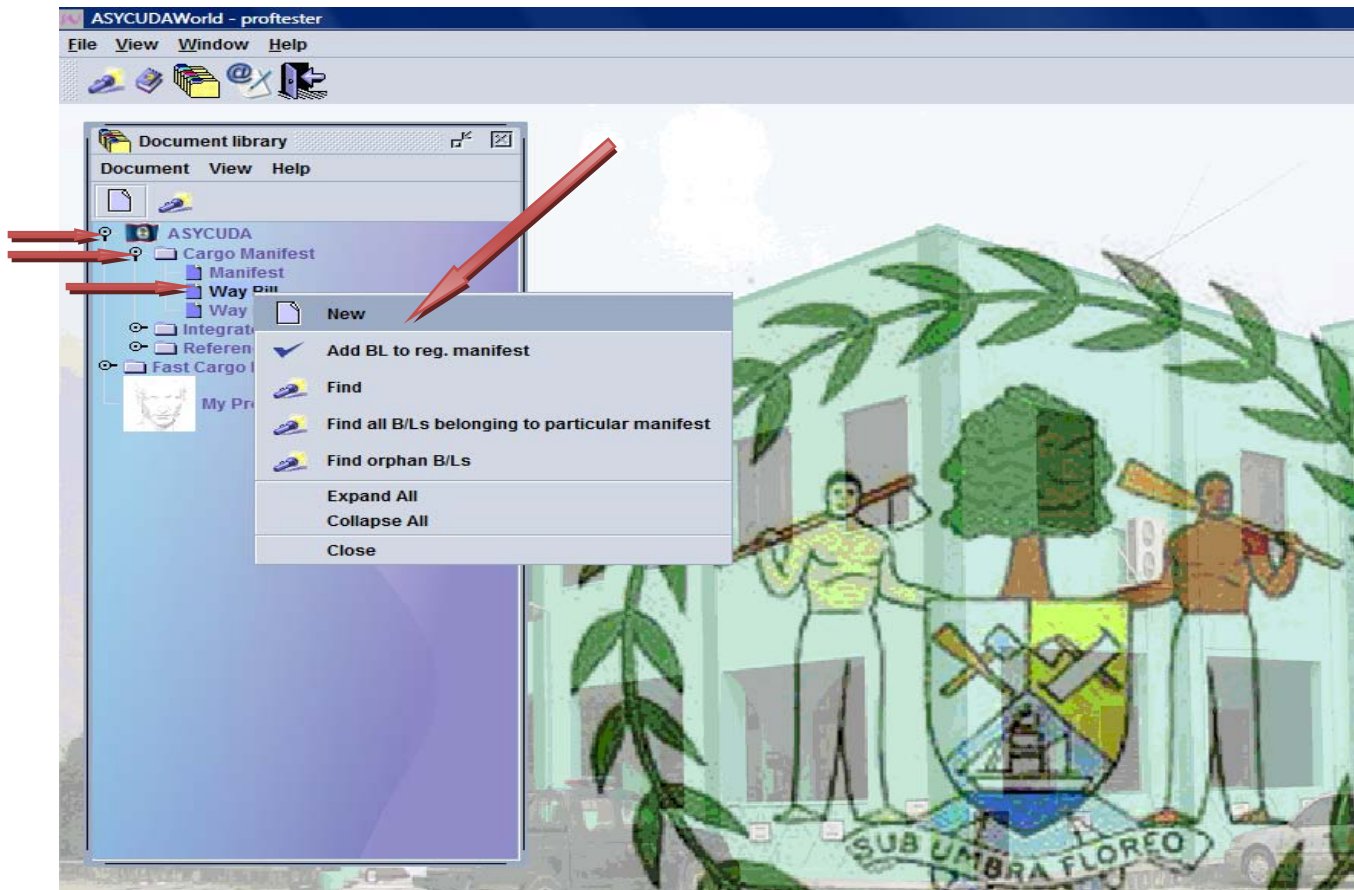


Figure 35: Create New Waybill (Bill of Lading)



A waybill form will open. Here the user will be required to enter the necessary information.

The following are the fields to be completed on the BOL form:

Customs Office: The Customs Office code for the authorized port of entry where the goods will enter the country

Voyage Number: The vessel's voyage number (or flight number)

Date of Departure: The date of departure from the last port of call for the voyage or flight

B/L Number: sequential number for the bill being entered (e.g. B/L Line number 1 for the first waybill, number 2 for the second waybill, number 3 for the third waybill, etc)

Bill of lading type: Alphanumeric code for the type of transport document. Degroupage of a bill is only possible for certain codes types.

Bill of lading ref number: This is also referred to as '**The transport document number**'. It is the reference assigned by the carrier or his agent to the transport document

Nature: code for nature of transaction; export, import, etc...

Place of loading/transport: default details are automatically inserted from the manifest general segment. If the goods were loaded at a place other than this, enter the correct code

Exporter/shipper: name of exporter or shipper, address and country

Consignee: Codes are provided from a drop-down list. Once a code is chosen the name and address details are displayed automatically. If the code is not mandatory and the consignee does not have a code, move to the next field and enter the consignee name and address.

Notify: dealt with in the same way as **consignee** - the field could require a name, address or contact number of a person other than the consignee

Total number of containers: if a number of containers were entered in the manifest general segment totals field, this field will be active. Enter the total number of containers if the goods on this bill are containerised.

Packages - shipping marks & nos.: Pull down the menu for package code list. Identifying shipping marks and numbers in the other fields

Quantity – manifested: Number of packages, gross mass and volume in cubic metres (CBM), if relevant. Accuracy is important as these figures are crosschecked against the **totals** in the manifest general segment. Note that quantity remaining is controlled by the system and this field cannot be directly accessed. When capturing bill of lading details these fields are filled with the same numbers as the manifested quantities.



Description: brief description from the transport document (e.g. machinery)

Location: Transit Shed Codes are provided from a drop-down list. In many cases the precise location of the goods is not known at the time the Manifest is prepared. In this case the field can be left empty, (if the field is configured as optional), or an interim code can be used, such as Unallocated.

Bill of Lading, Location allows update of location details after discharge of cargo.

Freight P/C Ind, Amount: This is an indicator whether the freight was prepaid or collected and the amount.

Value declared for Customs: if known

Value declared for Transport and Insurance: if known

* **Seals** - In **Number** field, insert how many seals are affixed

* In **Marks** - insert the identification number(s) of any seal(s)

* **Party:** code for the authority or organization that affixed the seals

Information: additional remarks as required

* The information for “Seals”, Marks”, and “Party” does not have to be entered at this point on the waybill form. There is a “Container” tab at the bottom of the form which displays another segment of the entire waybill that is dedicated exclusively to container information. These parameters may be entered there which will be demonstrated later in this document.

As is the case with the Manifest form, certain data may be obtained in the Waybill form by use of drop-down menus.

When the blank waybill form is displayed the user may start to enter data for the waybill. The data entered for each waybill for a particular manifest must be linked to that manifest in some way. There are three pieces of data that the user must enter in the waybill that will link the waybill to the manifest and create the attachment to it. These three pieces of data are:

1. Customs Office
2. Voyage Number (or Flight Number)
3. Date of Departure

These three pieces of information must be the same in the waybill as it is in the manifest for there to be a link. Figure 36 below demonstrates the input of these three parameters:



ASYCUDAWorld - profvester

File View Window Help

Way Bill - New [BZBC]

File Edit View Help

Manifest - Waybill

Customs office: BZBC Customs Headquarters

Voyage number: V9999

Date of departure: 25/06/2010

Date of arrival: [] Time of arrival: [] Registration number: []

B/L ref. number: [] Nature: [] Last discharge: [] B/L Number: []

Previous document: [] UCR: []

Place of loading: [] Place of unloading: []

Carrier: [] Exporter/Shipper: []

Transport Mode: [] Identity: []

Nationality: []

Notify: [] Consignee: []

Total containers: [] Status: [] Item (number of degrouped B/L): 0

Packages codes: []

Waybill Containers Split

Figure 36: Linking Waybill to Manifest

When the Date of Departure is entered and the user hits the tab button, the waybill will be linked to the manifest and all the common information on the manifest will be populated in the waybill. Figure 37 below demonstrates the inclusion of the added information:



ASYCUDAWorld - profvester
File View Window Help

Way Bill - New [BZBC]
File Edit View Help

Manifest - Waybill

Customs office: BZBC Customs Headquarters

Voyage number	Date of departure	Date of arrival	Time of arrival	Registration number
V9999	25/06/2010	28/06/2010	13:33	
B/L ref. number	B/L Type	Nature	Last discharge	B/L Number
				1
Previous document		UCR		
Place of loading		Place of unloading		
CAMMI Miami		BZBZE Belize City		
Carrier		Exporter/Shipper		
CSACAR03				
Hyde Shipping Corp. 10025 NW 116 Way, Suite 2 Medley Florida USA				
5335	CARIBBEAN SHIPPING AGENCIES			
Transport		Identity		
Mode		CARIBE NAVIGATOR		
1 Sea Transport				
Nationality				
AG Antigua and Barbuda				
Notify		Consignee		
				Consignee name
Total containers	Status	Item (number of degrouped B/L)		0
Packages codes				

Figure 37: Waybill with Pre-populated Data from Manifest

With the waybill pre-populated with the common data from the manifest, the user may then begin to enter specific waybill data starting with the “B/L ref. Number” which is the Bill of Lading Number or Air Waybill Number. Other necessary information will include “Exporter/Shipper”, “Notify Party”, “Consignee”, etc until the waybill is complete.

The second method of invoking a new waybill (through the stored manifest) will now be discussed below:



Invoking the Waybill Form (Method 2)

Once the manifest has been stored in the system, the user may find it and open it for viewing or modification. Since the manifest must be stored in the system at least 24 hours **before** the vessel's arrival to port and at least 30 minutes **before** the flight's arrival to the international airport, the user may use these time periods to make any necessary modifications to the manifest as necessary until it is complete and ready for registration. In this case, opening the manifest in modification mode will be necessary to add waybills to the manifest to complete it.

To open the manifest for modification, the user must go to the Document Library and expand "ASYCUDA", expand "Cargo Manifest", right-click "Manifest" and choose "Find" as shown in Figure 38 below:

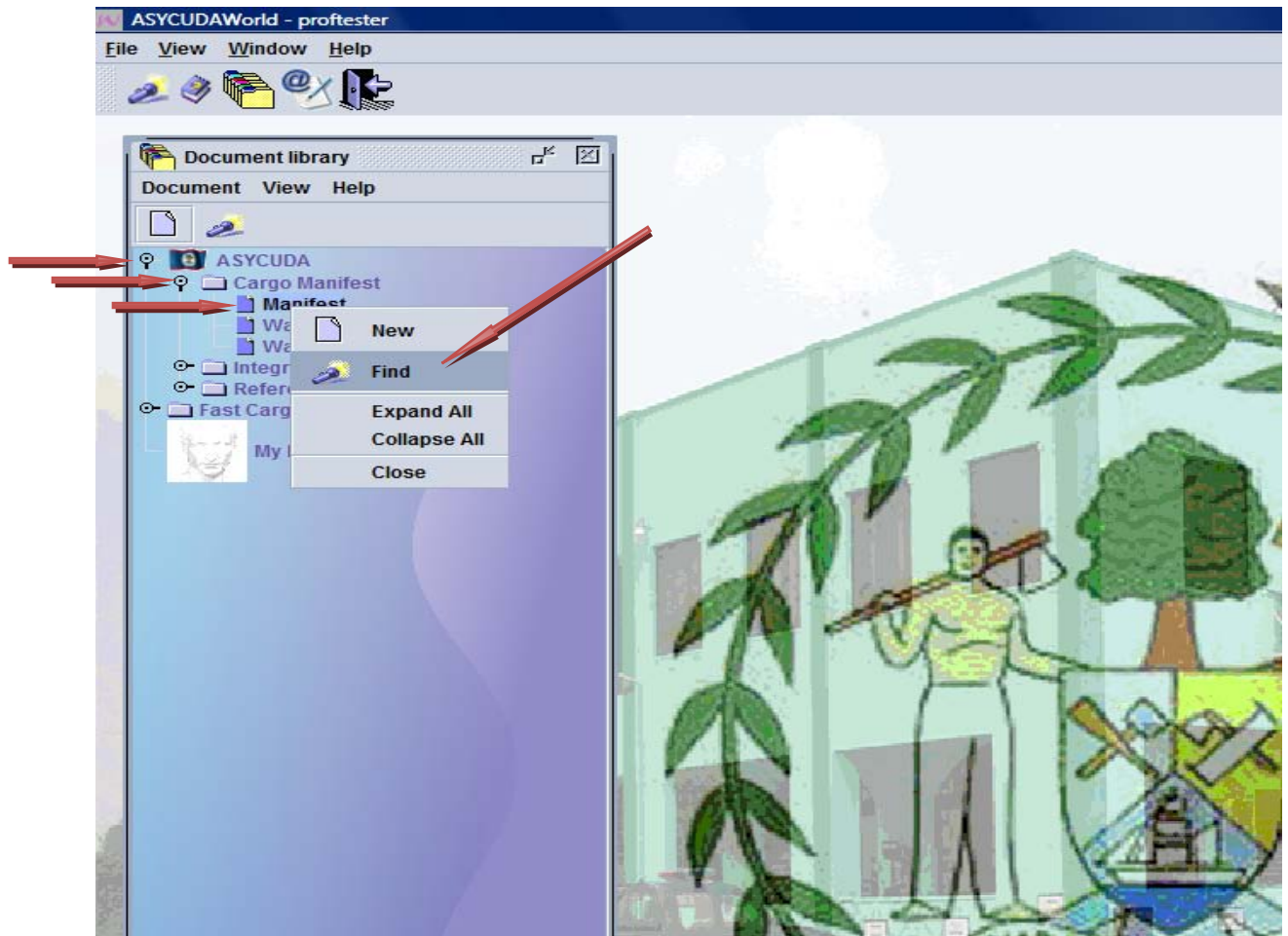


Figure 38: Finding the Stored Manifest



After clicking on “Find” sub-window will appear on the screen with which the user will enter certain parameters to narrow down the search if necessary. Since the user is looking for the stored manifest, then it would be sensible to set the criteria for the first parameter labelled “Document Status” to “Equals” as shown in Figure 39: below:

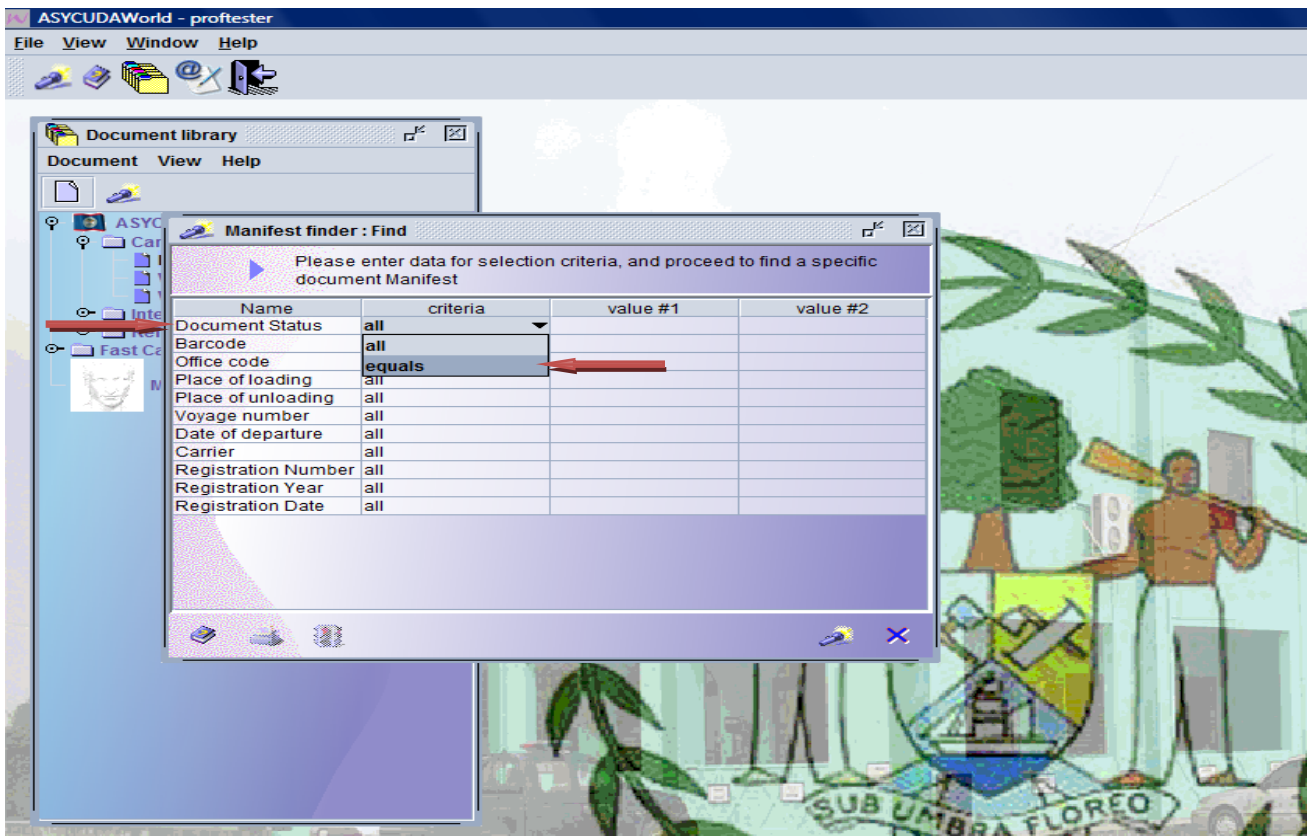


Figure 39: Setting Document Status (Pt. 1)

Performing this action will result in the column labelled “Value #1” becoming activated (cursor will blink in the corresponding row of this column) where the user can choose the status of “Registered” or “Stored” as demonstrated in Figure 40 below:

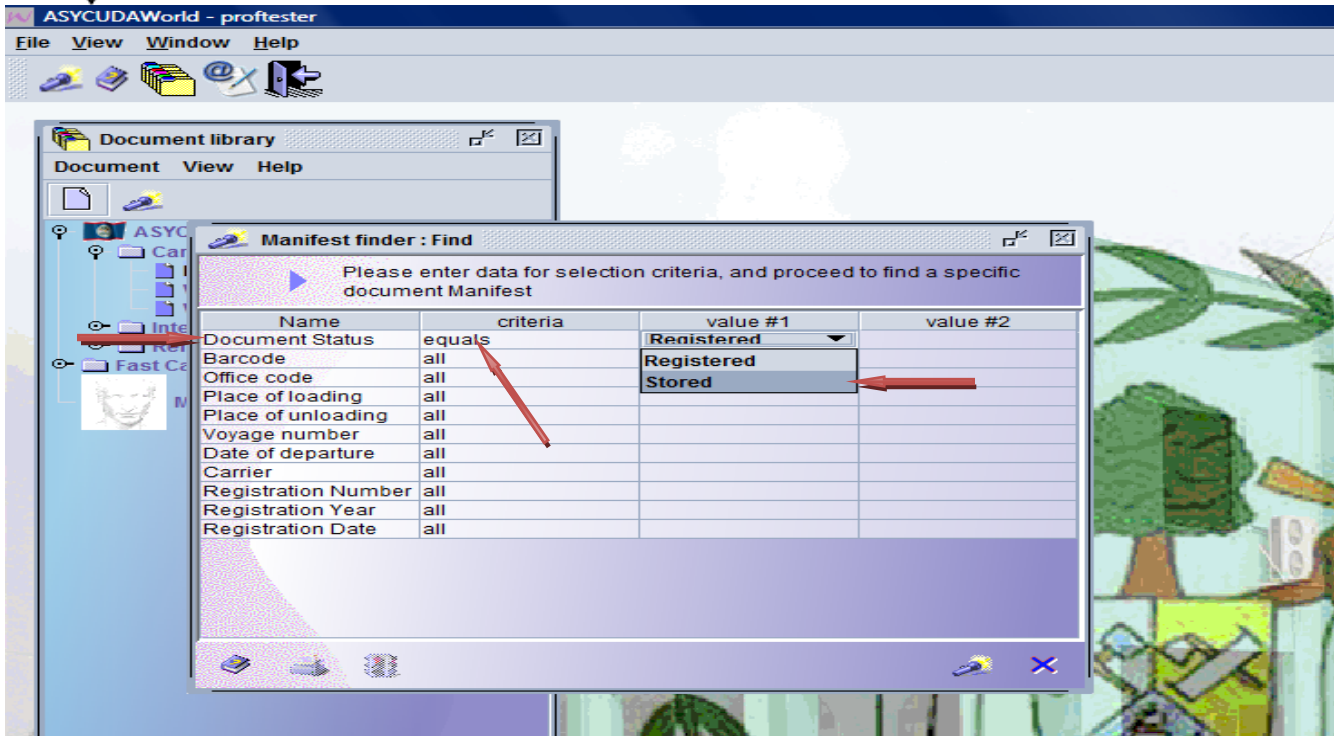


Figure 40: Setting Document Status (Pt. 2)

If the user is authorized to create cargo manifests for more than one customs stations, then setting the criteria for “Office Code” (the third parameter in the third row) may be used to further narrow down the search to a specific customs office as shown in Figures 41 and 42 below. If the user is authorized to enter data for only one customs station, then setting the document status to stored would be enough to perform the search.

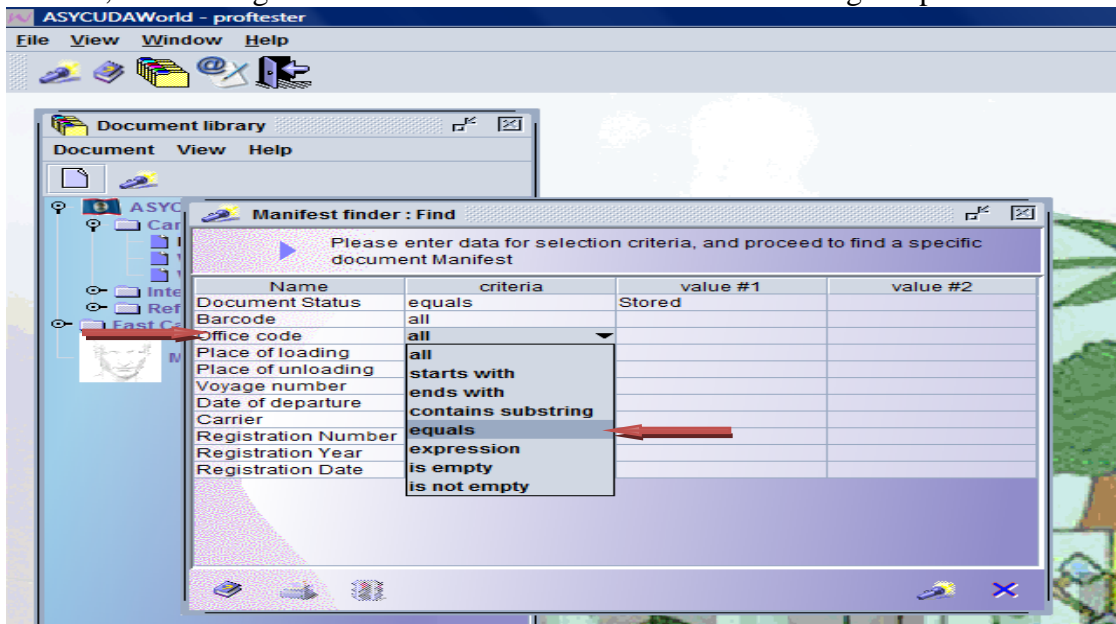


Figure 41: Setting Office Code (Pt. 1)

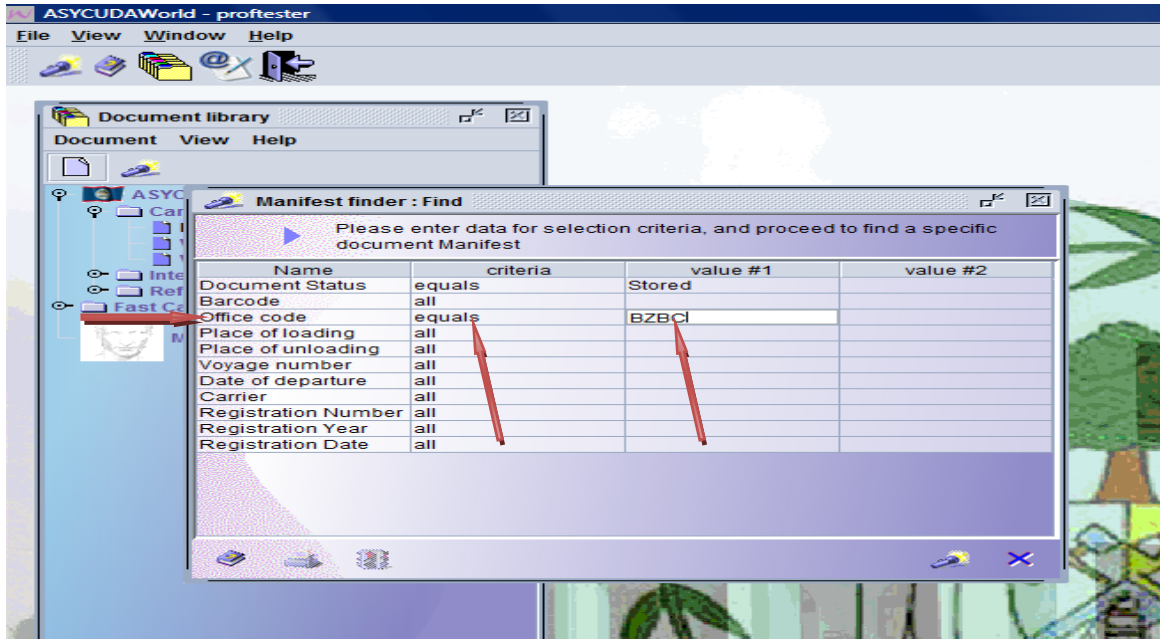


Figure 42: Setting Office Code (Pt. 2)

“BZBC” is the office code for “Belize City” customs station (Customs Headquarters) which is the port used to create the manifest. If the user remembers (or wrote down) the voyage or flight number, it may be used to further narrow down the search as shown in Figures 43 and 44 below:

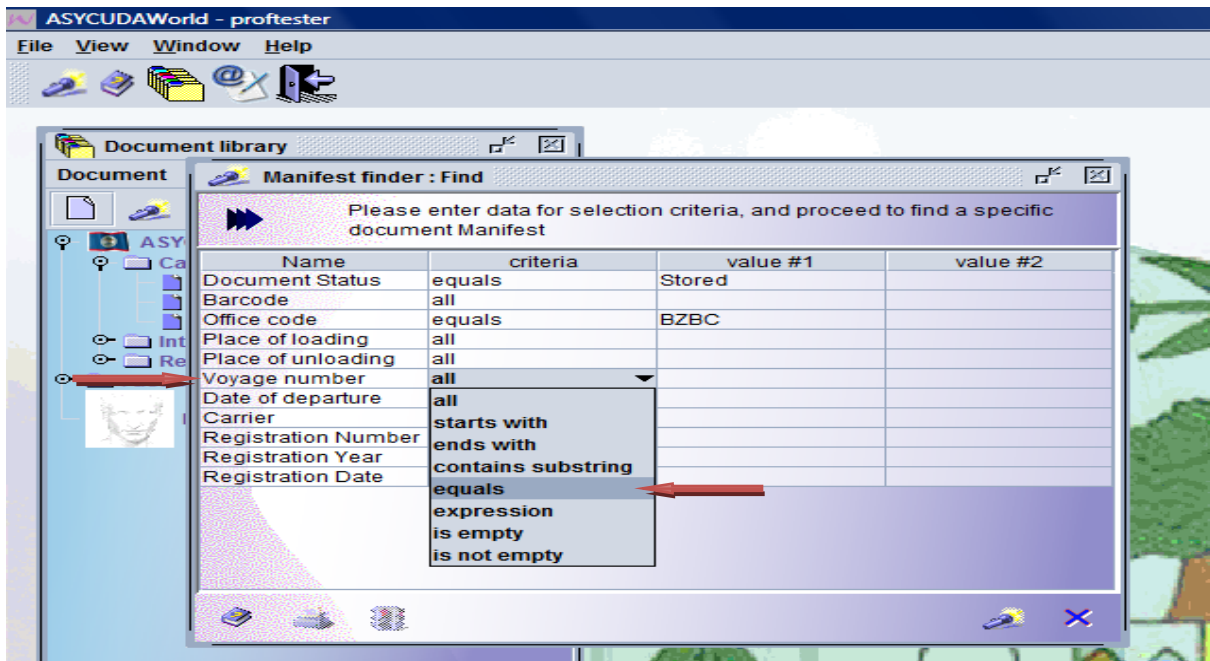


Figure 43: Setting Voyage Number (Pt. 1)

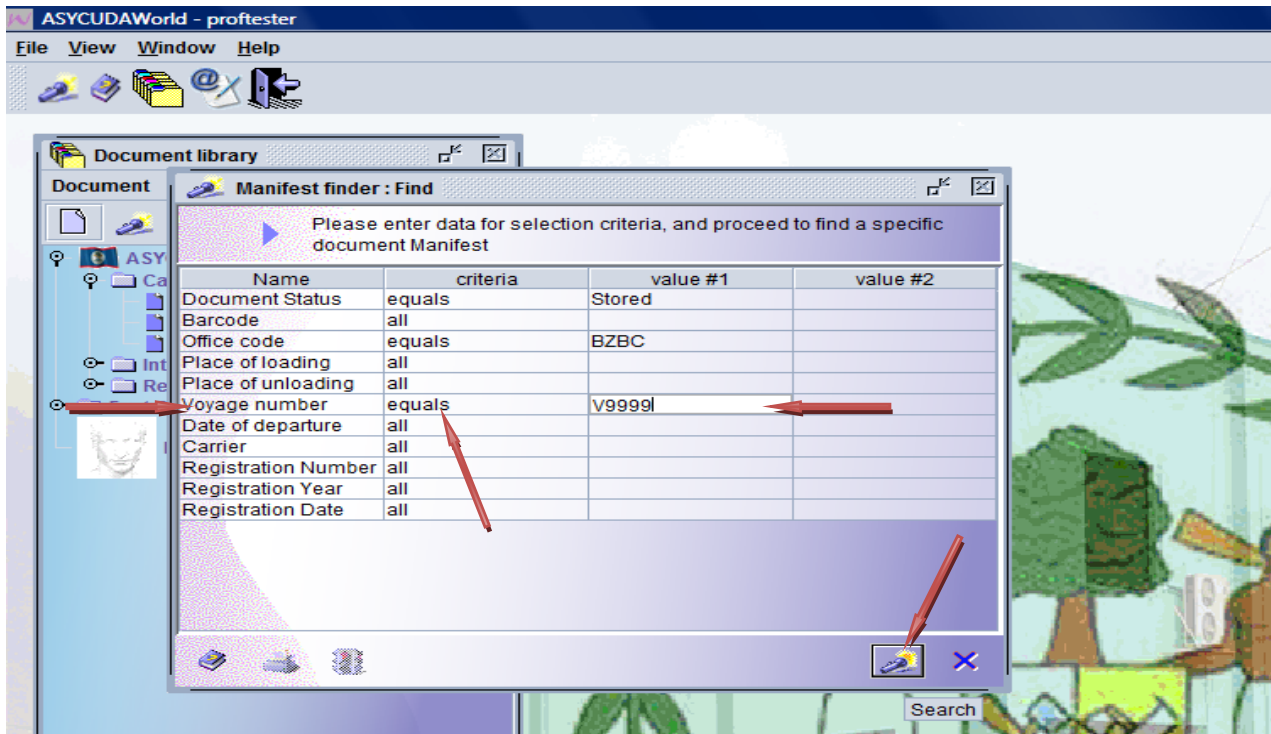


Figure 44: Setting Voyage Number (Pt. 2)

“V9999” is the voyage number used to create this manifest example and must be entered in the “Value #1” field exactly as it was when creating the manifest. In all, the whole search method would read: “Search for manifest whose Document Status equals “Stored”, Office Code equals “BZBC”, and the Voyage Number equals “V9999”.

Clicking the “Search” icon that resembles a flashlight located at the bottom right of the sub-window will initiate the search and the results will be displayed in another sub-window that will pop up on the screen as shown below in Figure 45.

The stored manifest appears in the resulting row which the user may right-click to reveal a new set of options. These include:

1. **View** to simply view the manifest
2. **Modification** to open the manifest for editing
3. **Direct Register** to register the manifest directly as it is without opening it for any reason. This should be used only if the user is certain that the manifest is complete and correct.
4. **Direct Delete** to directly delete **only** the manifest General Segment from the system leaving any attached waybills floating in the system as orphans.
5. **Delete Man and BLs** to delete both manifest General Segment and any attached waybills (hence the entire manifest) from the system. **Note that deletion of manifests and/or waybills (options 4 and 5) will not be available once the manifest is registered in the system.**
6. **Detail** to see the historical details of the document searched for.

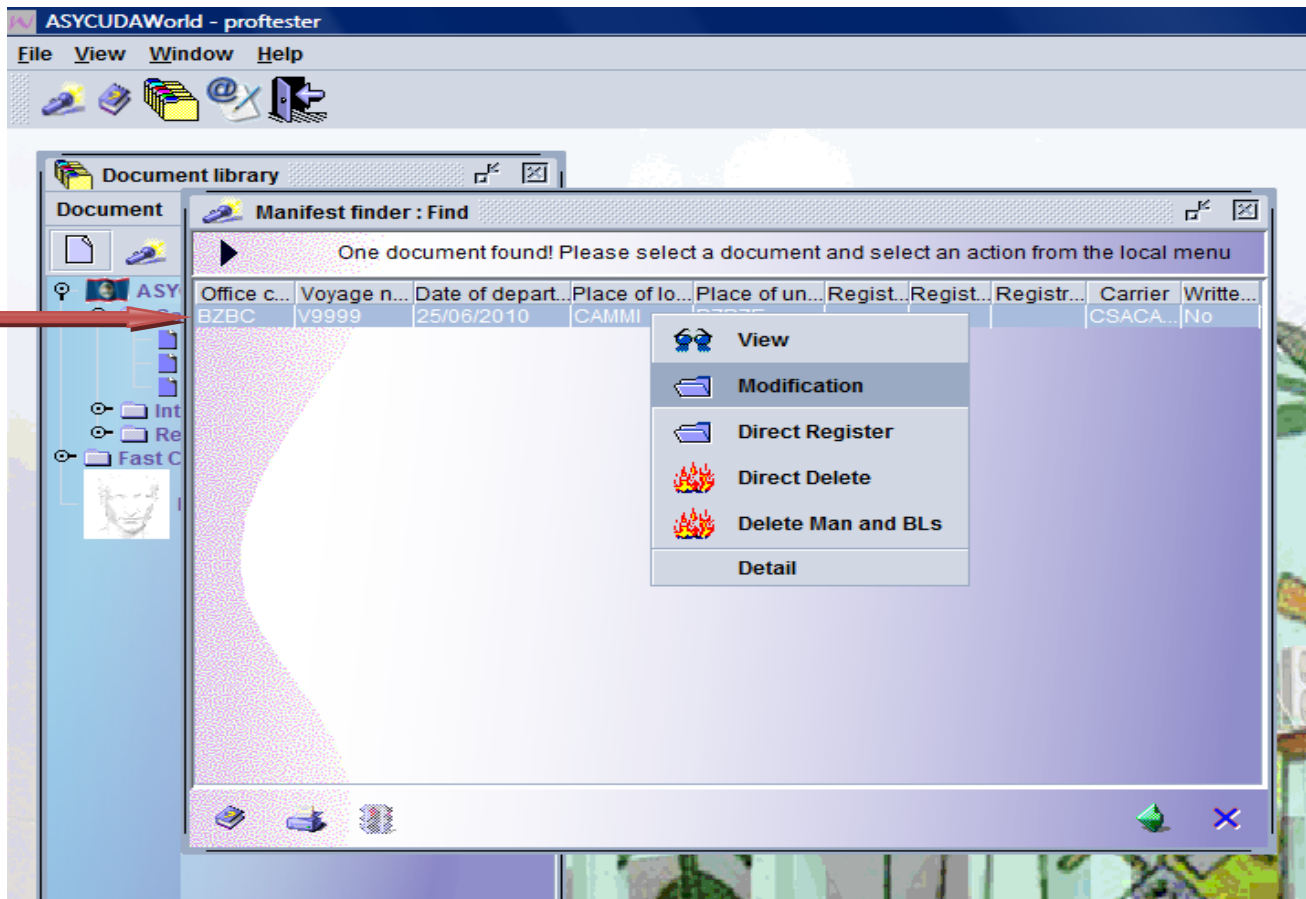


Figure 45: Opening Search Results

Choose “Modification” to open the manifest. This will result in the manifest form being displayed with all the information that was entered when it was first created as shown in Figure 46 below. When opened, the user will notice that the cursor will be blinking at the Date of Arrival field. All fields will be editable except the Carrier segment (which is tied to the user’s account), the Customs Office fields, the Voyage Number field, and the date of departure field. Clicking in those fields will not make them accessible for editing.

Notice that there are two tabs at the bottom right side of the form labelled “Manifest” and “Bol”. These two control the navigation between the two main views of the manifest. The “Manifest” tab shows the current view (the Manifest General Segment) while the “Bol” tab shows a view that would display the list of waybills attached to the manifest.

All the user has to do to navigate between the two views is to click on the respective tab. While going back and forth between the two tabs, the user will notice that the horizontal row of icons at the top of the form changes to include other icons pertinent to the purpose of the view being chosen.



ASYCUDAWorld - profvester
File View Window Help

Manifest - Modification [BZBC]
File Edit View Help

Manifest - General Information

Customs office Customs Headquarters

Voyage number Date of departure Date of arrival Time of arrival Registration Number

Date of registration Last discharge

Place of departure Miami Place of destination Belize City

Carrier

Hyde Shipping Corp.
10025 NW 116 Way, Suite 2
Medley
Florida
USA

Shipping Agent CARIBBEAN SHIPPING AGENCIES

Totals	
Bills:	1
Packages:	10
Containers:	1
Gross Mass:	10,000

Transport

Mode Sea Transport

Nationality Antigua and Barbuda

Registration

Master

Identity

Place

Date

Tonnage

Gross Net

Office of destination (Transit) Prev ref.

Manifest Bol

Document library Manifest finder : ... Manifest - Modifica...

Figure 46: Manifest in Modification Mode

Once the user clicks on the “Bol” tab, the view will change as shown in Figure 47 below. The user will first notice that the list is empty. Located at the top of this view is a set of icons running horizontally. At the fifth from the right side of this set of icons is an icon that resembles a folder sheet of paper with the top right edge bent over (like dog ears). If the user places the mouse on this icon, a little description box appears right next to it saying “Add Bol”. This means that the user may add a waybill directly to the manifest.

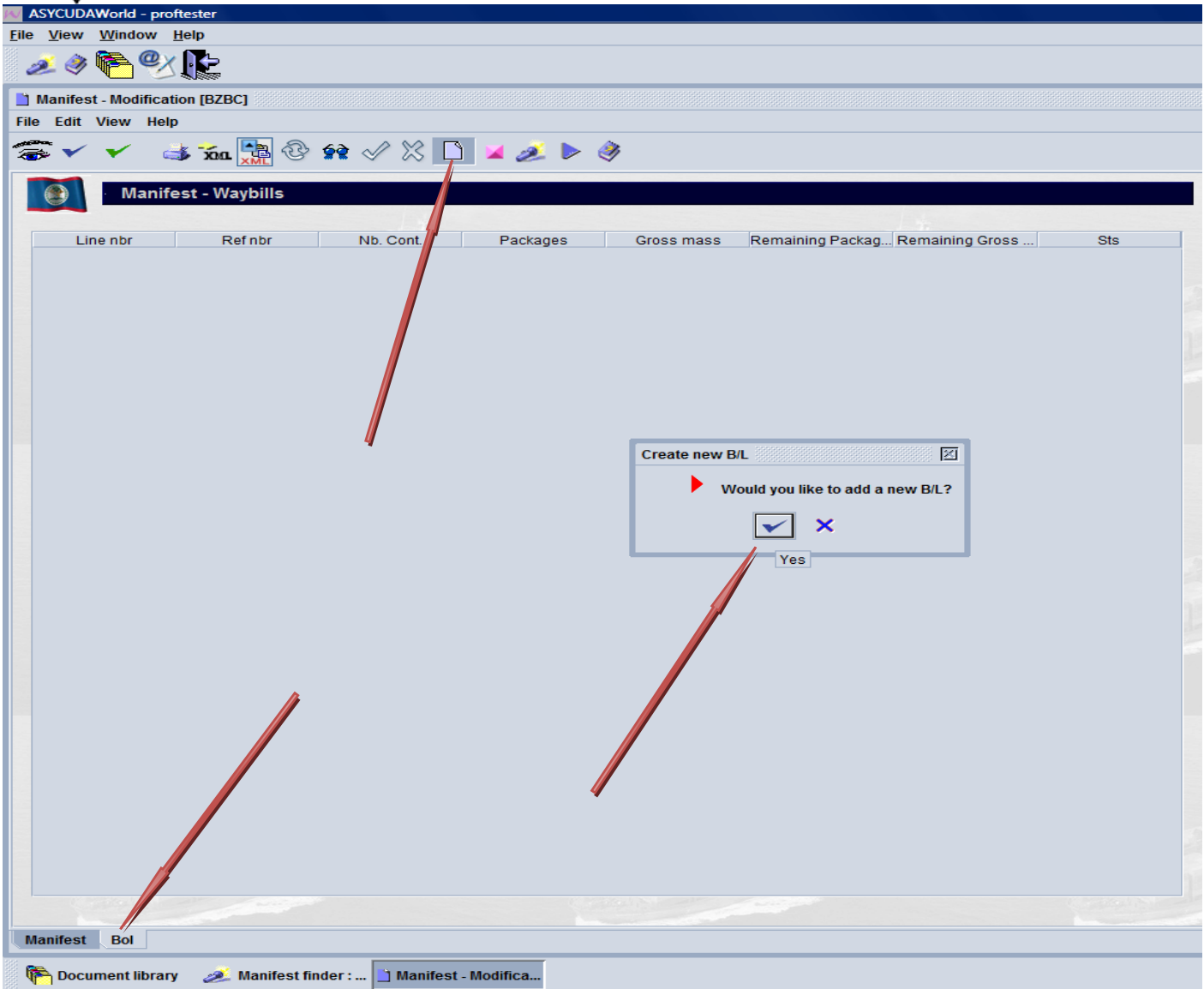


Figure 47: Adding a New Waybill (Pt. 1)

Click on this icon to add a waybill to the manifest and this will result in a small message window that asks if the user wants to add a new waybill. Click on the check mark icon to do so. This action will result in a new waybill form being displayed that is pre-populated with common information from the manifest. Figure 48 below demonstrates:



ASYCUDAWorld - profstester
File View Window Help

Way Bill - New [BZBC]
File Edit View Help

Manifest - Waybill

Customs office: BZBC Customs Headquarters

Voyage number V9999	Date of departure 25/06/2010	Date of arrival	Time of arrival	Registration number
B/L ref. number	B/L Type	Nature	Last discharge	B/L Number 1
Previous document		UCR		Bill of lading line number
Place of loading CAMMI Miami		Place of unloading BZBZE Belize City		
Carrier CSACAR03 Hyde Shipping Corp. 10025 NW 116 Way, Suite 2 Medley Florida USA		Exporter/Shipper		
Transport Mode 1 Sea Transport		Identity CARIBE NAVIGATOR		
Nationality AG Antigua and Barbuda				
Notify		Consignee		

Total containers: Status: Item (number of degrouped B/L): 0

Packages codes:

Waybill Containers Split

Manifest - Modifica... Way Bill - New [BZ... Document library

Figure 48: Adding a New Waybill (Pt. 2)

With the new waybill form opened with the pre-populated data from the manifest, the user will notice that the B/L Number field (a mandatory field) is activated. This field requires the user to enter the sequential line number for this particular waybill. Since this is the first waybill to be created for this manifest the user will enter "1" in this field. This constitutes the second method of invoking a new waybill.

From this point onwards, the entering of data to complete the waybill will be same for both methods. The preference of which method to use rests with the user after trying each method to see which one is more efficient for their purpose.



The only difference between these two methods is that with method #1 the user has access to the “Place of Loading” field to change the Locode from what was there by default from the manifest to another Locode while this cannot be done if method #2 is used.

Figures 49 to 55 below demonstrate the kind of data that should be entered in the remaining fields of the waybill form and format that they should have. Figure 44 below shows the input of the B/L Ref. Number which may be up to 17 alpha-numeric characters long. This may be the Bill of Lading number or Air Waybill number.

ASYCUDAWorld - profvester

File View Window Help

Way Bill - New [BZBC]

File Edit View Help

Manifest - Waybill

Customs office BZBC Customs Headquarters

Voyage number V9999 Date of departure 25/06/2010 Date of arrival Time of arrival Registration number

B/L ref. number CSA0001 B/L Type Nature Last discharge B/L Number 1

Previous document Bill of lading reference number

Place of loading CAMMI Miami Place of unloading BZBZE Belize City

Carrier CSACAR03 Exporter/Shipper

Hyde Shipping Corp.
10025 NW 116 Way, Suite 2
Medley
Florida
USA

Transport Mode 1 Sea Transport Identity CARIBE NAVIGATOR

Nationality AG Antigua and Barbuda

Notify Consignee

Total containers Status Item (number of degrouped B/L) 0

Waybill Containers Split

Document library Manifest finder : ... Manifest - Modifica... Way Bill - New [BZ...

Figure 49: B/L Reference Number



Figure 50 below requires the 3-character code available in a drop-down list that specifies what kind of waybill is being created whether it's a regular Bill of Lading (710), a Master Bill of Lading (711), a regular Air Waybill (AWB), or a Master Air Waybill (MAB). For the purpose of this manual, we will use the Master Bill of Lading type.

Manifest - Waybill

Customs office: BZBC Customs Headquarters

Voyage number	Date of departure	Date of arrival	Time of arrival	Registration number
V9999	25/06/2010			

B/L ref. number	B/L Type	Nature	Last discharge	B/L Number
CSA0001	711 Master bill of lading			1

Previous document: [Empty]

Place of loading: CAMMI Miami

Carrier: CSACAR03
Hyde Shipping Corp.
10025 NW 116 Way, Suite 2
Medley
Florida
USA

Transport Mode: 1 Sea Transport
Identity: CARIBE NAVIGATOR
Nationality: AG Antigua and Barbuda

Total containers: [Empty] Status: [Empty] Item (number of degrouped B/L): 0

Figure 50: B/L Type

Figure 51 below requires the 2-digit code available in a drop-down list that specifies whether the waybill being created is for Import (23), Export (22), Transit (directly to an EPZ or CFZ company – 24), or Transshipment (passing directly through Belize to another country – 28).



ASYCUDAWorld - profvester

File View Window Help

Way Bill - New [BZBC]

File Edit View Help

Manifest - Waybill

Customs office: BZBC Customs Headquarters

Voyage number	Date of departure	Date of arrival	Time of arrival	Registration number
V9999	25/06/2010			/ /

B/L ref. number	B/L Type	Nature	Last discharge	B/L Number
CSA0001	711 Master bill of lading	22 Export		1
		23 Import		
		24 Transit		
		28 Transshipment		
		BZBZE Belize City		

Previous document: [Empty]

Place of loading: CAMMI Miami

Carrier: CSACAR03
Hyde Shipping Corp.
10025 NW 116 Way, Suite 2
Medley
Florida
USA

Exporter/Shipper: [Empty]

Transport Mode: 1 Sea Transport
Nationality: AG Antigua and Barbuda

Identity: CARIBE NAVIGATOR

Notify: [Empty]

Consignee: [Empty]

Total containers: [Empty] Status: MST Item (number of degrouped B/L): 0

Waybill Containers Split

Document library Manifest finder : ... Manifest - Modifica... Way Bill - New [BZ...

Figure 51: Bill of Lading Nature

Figure 52 below requires the Previous Document number. This reference number is used specifically by Consolidators because their purpose for creating waybills is to degroup Master waybills. This process will be discussed later. As a carrier-agent, shipping agent creating manifest will never use this field, which is why it is designated as optional. The user will also notice that when the B/L Nature code is entered and the tab button is pressed, the Date of Arrival and Time of Arrival that was entered on the manifest now appears on the corresponding fields of the waybill form.



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File View Window Help

Way Bill - New [BZBC]

File Edit View Help

Manifest - Waybill

Customs office: BZBC Customs Headquarters

Voyage number	Date of departure	Date of arrival	Time of arrival	Registration number
V9999	25/06/2010	28/06/2010	13:33	
B/L ref. number	B/L Type	Nature	Last discharge	B/L Number
CSA0001	711 Master bill of lading	23		1
Previous document		UCR		
Place of loading		Place of unloading		
CAMMI Miami		BZBZE Belize City		

Carrier: CSACAR03
Hyde Shipping Corp.
10025 NW 116 Way, Suite 2
Medley
Florida
USA
5335 CARIBBEAN SHIPPING AGENCIES

Transport Mode: 1 Sea Transport
Nationality: AG Antigua and Barbuda

Identity: CARIBE NAVIGATOR

Notify: [Empty]
Consignee: [Empty]

Total containers: [Empty] Status: MST Item (number of degrouped B/L): 0

Waybill Containers Split

Document library Manifest finder : ... Manifest - Modifica... Way Bill - New [BZ...

Figure 52: Previous Document Number

In Figure 53 below, it requires the Exporters Name and Address which are both mandatory. The user first accesses the Exporter Code field which appears to be a drop list that is empty. This field is not to be used because there is no code in existence for Exporters for the simple reason that Customs does not require such a thing.



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File View Window Help

Way Bill - New [BZBC]
File Edit View Help

Manifest - Waybill

Customs office: BZBC Customs Headquarters

Voyage number	Date of departure	Date of arrival	Time of arrival	Registration number
V9999	25/06/2010	28/06/2010	13:33	
B/L ref. number	B/L Type	Nature	Last discharge	B/L Number
CSA0001	711 Master bill of lading	23		1
Previous document		UCR		
Place of loading		Place of unloading		
CAMMI Miami		BZBZE Belize City		

Carrier: CSACAR03
Hyde Shipping Corp.
10025 NW 116 Way, Suite 2
Medley
Florida
USA

5335 CARIBBEAN SHIPPING AGENCIES

Transport Mode: 1 Sea Transport
Nationality: AG Antigua and Barbuda

Identity: CARIBE NAVIGATOR

Exporter/Shipper: Carib Trans
12600 NW 107th Avenue 33178
Miami, Florida
USA

Total containers: Status: MST Item (number of degrouped B/L): 0

Waybill Containers Split

Document library Manifest finder : ... Manifest - Modifica... Way Bill - New [BZ...

Figure 53: Exporter Name and Address

In Figure 54 below, the user is asked to enter the Notify Party information which is normally that of the Importer. The first field requires the Notifying Party's code, which if it is the same as the Importer, would be the Importer's GST TIN number. This field has a drop-down list that is historized, which means that it will remember and contain the last 15 TIN's used.

What would normally suffice in this case is the use of the phrase "SAME AS CONSIGNEE" being entered in the second field of this segment as shown, and the basic address entered in the third field.



Notify party) is a free text field which means that when the user reaches the end of the first line in the field but there is more information to enter, the user simply has to press “Enter” to go to the next line in the same address field and continue to complete the data entry. Hitting the “Enter” key for the other field types would move the user to the next field.

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File View Window Help

Way Bill - New [BZBC]

File Edit View Help

V9999	25/06/2010	28/06/2010	13:33		
B/L ref. number	B/L Type	Nature	Last discharge	B/L Number	
CSA0001	711 Master bill of lading	23		1	
Previous document	UCR				
Place of loading	Place of unloading				
CAMMI Miami	BZBZE Belize City				
Carrier			Exporter/Shipper		
C SACAR03					
Hyde Shipping Corp. 10025 NW 116 Way, Suite 2 Medley Florida USA			Carib Trans 12600 NW 107th Avenue 33178 Miami, Florida USA		
5335 CARIBBEAN SHIPPING AGENCIES					
Transport			Identity		
Mode			CARIBE NAVIGATOR		
1 Sea Transport					
Nationality					
AG Antigua and Barbuda					
Notify			Consignee		
SAME AS CONSIGNEE			MARY SMITH		
BELIZE CITY			123 CENTRAL AMERICAN BOULEVARD BELIZE CITY BELIZE		
			Consignee address		
Total containers	Status	MST	Item (number of degrouped B/L)	0	
Packages codes					
Marks & nb.					
Manifested Packages	Manifested Gross Mass				

Waybill Containers Split

Document library Manifest - Modifica... Way Bill - New [BZ...

Figure 55: Occasional Importer Consignee Information

For the purpose of this manual, it was decided to designate the waybill type to be a Master Bill of Lading (711) which would mean that the Importer or Consignee would have to be a local consolidator. When creating a Master Bill of Lading, the exporter will always be the foreign forwarding agent and the consignee will always be the local consolidator, and the entire consolidation will be consigned to them in this first instance.



The local consolidator company in this case would be expected to have a GST TIN number which the user is not expected to know or always remember. If that is the case then the user is able to access the reference table one of two ways to find the desired TIN. First, the user may decide find the TIN by going to the Document Library → ASYCUDA → Reference → Operational Environment → right-click Companies → View. In the second method, while the Consignee Code field is activated (cursor is blinking there) the user can hit the “F3” button and call up the “Companies Finder of Waybill” window where the user can perform a search for the desired TIN.

Here the user may use the criteria in the second column for the “Company Name” row (since the user doesn’t know the code but knows the company name) to specify a part of the name to perform the search. This is especially helpful if the desired company has more than one word in its name. The user simply has to click in the first row in the Criteria column next to the Company Name and choose “contains substring” from the drop-down list. Figure 56 below demonstrates this:

The screenshot displays the ASYCUDAWorld software interface. The main window is titled "Manifest - Waybill" and shows a form with various fields. A "Company finder of Way Bill - New [BZBC]" dialog box is open, overlaid on the main form. The dialog box contains a table with the following columns: "Name", "criteria", "value #1", and "value #2". The "Company name" row has "all" selected in the "criteria" column, and a red arrow points to the "contains substring" option in the dropdown menu. The "Company code" row has "all" selected. The main form shows fields for Voyage number (V9999), Date of departure (25/06/2010), Date of arrival (28/06/2010), Time of arrival (13:33), Registration number, B/L ref. number (CSA0001), Previous document (CAMMI Miami), Carrier (CSACAR03), Hyde Shipping Cor, 10025 NW 116 Wa, Medley, Florida, USA, 5335, Transport Mode (1 Sea Trans), Nationality (AG Antigua a), Notify (SAME AS CONSIGNEE, BELIZE CITY), Consignee, Total containers, Status (MST), and Item (number of degrouped B/L) (0).



Figure 56: Company Finder for finding Consignee TIN (Pt. 1)

Doing this action activates the first row in “Value #1” where the user types in the portion of the company name to perform the search as shown in Figure 57 below. In this case, we will use the local company “Belize Ship Handlers” as the consignee and the user simply has to decide which part of the name to use. The words “Belize” and “Ship” are quite common in company names, but “Handlers” would not be quite as common and would make a good choice. The idea is to use the part of the name that would return the least number of possibilities that would contain the company name desired. The user simply then types “HANDLERS” in the activated text field and click on the search icon that resembles a flashlight at the bottom right side of the window.

The screenshot shows the ASYCUDAWorld software interface. The main window is titled "Manifest - Waybill" and contains various fields for a waybill entry. A "Company finder" dialog box is open in the foreground, displaying a table with search criteria and a search button. The table has the following data:

Name	criteria	value #1	value #2
Company name	contains substring	HANDLERS	
Company code	all		

The search button is a flashlight icon located at the bottom right of the dialog box. The background form shows fields for Voyage number (V9999), Date of departure (25/06/2010), Date of arrival (28/06/2010), and Registration number (33178). The carrier is identified as Hyde Shipping Corporation.

Figure 57: Company Finder for finding Consignee TIN (Pt. 2)



When the search icon is clicked, the window changes to display the results of the search (1 row only) that the company's name and its TIN. The user now simply has to right-click anywhere on the row and chooses the (only) option to "Import". Doing this will result in the company TIN information to be populated directly in the Consignee segment of the waybill and fill in all three fields as demonstrated in Figure 58 below. If the results of search return more than one possibilities (more than one row), then the user must right click anywhere on the specific row that holds the desired company name to import it. Notwithstanding these instructions, if the user already knows, without consulting the reference tables, what the TIN number is for the Importer, he simply has to type it in the first field of the Consignee segment and the name and address information will be handles automatically.

The screenshot shows the ASYCUDAWorld software interface for a 'Manifest - Waybill'. The form is divided into several sections:

- Customs office:** BZBC, Customs Headquarters
- Voyage number:** V9999
- Date of departure:** 25/06/2010
- Date of arrival:** 28/06/2010
- Time of arrival:** 13:33
- Registration number:** /
- B/L ref. number:** CSA0001
- B/L Type:** 711 Master bill of lading
- Nature:** 23
- Last discharge:** /
- B/L Number:** 1
- Previous document:** UCR
- Place of loading:** CAMMI Miami
- Place of unloading:** BZBZE Belize City
- Carrier:** CSACAR03
- Exporter/Shipper:** Carib Trans, 12600 NW 107th Avenue 33178, Miami, Florida, USA
- Hyde Shipping Corp.:** 10025 NW 116 Way, Suite 2, Medley, Florida, USA
- 5335:** CARIBBEAN SHIPPING AGENCIES
- Transport Mode:** 1 Sea Transport
- Identity:** CARIBE NAVIGATOR
- Nationality:** AG Antigua and Barbuda
- Notify:** SAME AS CONSIGNEE, BELIZE CITY
- Consignee:** 440 (highlighted with a red arrow), BELIZE SHIP HANDLERS (highlighted with a red arrow), 6480 MAHOGANY STREET, BELIZE CITY (highlighted with a red arrow). A 'Consignee name' label is also present.
- Total containers:** /
- Status:** MST
- Item (number of degrouped B/L):** 0
- Packages codes:** /

The bottom of the window shows a taskbar with several open applications: Document library, Manifest - Modifica..., Way Bill - New [BZ..., and Company finder ...

Figure 58: Company Finder for finding Consignee TIN (Pt. 3)



In Figure 59 below, the user is required to enter the number of containers that hold cargo for this waybill. The user must note here that the number of containers entered on every waybill for which there is/are a container(s) **must** add up to the total number of containers entered in the Manifest General Segment, otherwise the user will not successfully register the manifest. In this case, the manifest reflects only one container and only one waybill, so the user has to enter the same number (“1”) in the Number of Container field.

The screenshot shows the ASYCUDAWorld software interface for creating a new waybill. The window title is "Way Bill - New [BZBC]". The form contains the following fields and data:

- Origin:** Hyde Shipping Corp., 10025 NW 116 Way, Suite 2, Medley, Florida, USA
- Destination:** Carib Trans, 12600 NW 107th Avenue 33178, Miami, Florida, USA
- Agency:** 5335 CARIBBEAN SHIPPING AGENCIES
- Transport Mode:** 1 Sea Transport
- Nationality:** AG Antigua and Barbuda
- Identity:** CARIBE NAVIGATOR
- Notify:** SAME AS CONSIGNEE, BELIZE CITY
- Consignee:** 440, BELIZE SHIP HANDLERS, 6480 MAHOGANY STREET, BELIZE CITY
- Total containers:** 1 (highlighted with a red arrow)
- Status:** MST
- Item (number of degrouped B/L):** 0
- Manifested Packages:** [Empty]
- Manifested Gross Mass:** [Empty]
- Remaining Gross Mass:** [Empty]
- Volume(CBM):** [Empty]
- Description of goods:** [Empty]
- Location:** [Empty]
- Freight:** [Empty]

The bottom of the window shows a taskbar with several open windows: "Document library", "Manifest - Modifica...", "Way Bill - New [BZ...", and "Company finder ...".

Figure 59: Number of Containers



In figure 60 below, the user is required to enter the 2-character Package Type Code available in the drop-down list. This code is for the type of package that the goods are contained in (cartons, bales, pallets, boxes, bags, cases, etc). The user must note here that a Container (20ft, 40ft, etc) is **not** considered a package type. If there are more than one package types (as is most often the case for consolidations) then the user should use the code for the package type which occur the most. As with other drop-down list, if the user already knows the code to be utilized, he simply has to begin to type it in the field and the drop list will automatically adjust to locate the desired code. For example, if the user knows that the code to be used is “CT” for carton, then he simply types the first letter “C” and the drop list adjusts to display everything that starts with “C” so that the user can choose the desired code.

The screenshot shows the ASYCUDAWorld software interface. The main window is titled 'Way Bill - New [BZBC]'. It contains several sections for entering shipping information:

- Hyde Shipping Corp.**: 10025 NW 116 Way, Suite 2, Medley, Florida, USA. Phone: 5335. Agency: CARIBBEAN SHIPPING AGENCIES.
- Carib Trans**: 12600 NW 107th Avenue 33178, Miami, Florida, USA.
- Transport Mode**: 1 Sea Transport.
- Nationality**: AG Antigua and Barbuda.
- Identity**: CARIBE NAVIGATOR.
- Notify**: SAME AS CONSIGNEE, BELIZE CITY.
- Consignee**: 440, BELIZE SHIP HANDLERS, 6480 MAHOGANY STREET, BELIZE CITY.
- Total containers**: 1. **Status**: MST. **Item (number of degrouped B/L)**: 0.
- Packages codes**: A dropdown menu is open, showing a list of codes: CP (Carboy, protected), CR (Crate), CS (Case), CT (Carton), CU (Cup), CV (Cover), CW (Cage, roll), CX (Can, cylindrical). The 'CT Carton' entry is highlighted with a red arrow.
- Manifested Packages**: ss []
- Manifested Gross Mass**: [] **Remaining Gross mass**: [] **Volume(CBM)**: []
- Description of goods**: []
- Location**: []
- Freight**: []

The taskbar at the bottom shows several open windows: 'Document library', 'Manifest - Modifica...', 'Way Bill - New [BZ...', and 'Company finder ...'.

Figure 60: Package Type Code



In Figure 61 below, the user is required to enter the Marks and Numbers for the consignment. This is a mandatory field, so if there is no marks and numbers available for the consignment, the expression “NONE” should be entered.

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File View Window Help

Way Bill - New [BZBC]

File Edit View Help

1 Sea Transport CARIBE NAVIGATOR

Nationality

AG Antigua and Barbuda

Notify

Consignee

440

SAME AS CONSIGNEE

BELIZE CITY

BELIZE SHIP HANDLERS

6480 MAHOGANY STREET

BELIZE CITY

Total containers 1 Status MST Item (number of degrouped B/L) 0

Packages codes CT Carton

Marks & nb.

NONE

Manifested Packages Shipping mark

Manifested Gross Mass

Manifested Gross Mass Remaining Gross Mass Volume(CBM)

Description of goods

Location

Freight

P/C Ind Amount

Values declared for

Customs Transport Insurance

Seals

Seals number Marks Party

Information

Onward transport

Transit Doc. reference

Waybill Containers Split

Document library Manifest - Modifica... Way Bill - New [BZ... Company finder ...

Figure 61: Marks and Numbers



In Figure 62 below, the user is required to enter the Manifested Number of Packages for this particular shipment. The user must note here that the manifested number of packages entered for every waybill in any manifest *must* add up to the total number of packages entered on the Manifest General Segment otherwise the user will not successfully complete the manifest.

In this case, there was ten (10) total packages entered on the manifest general segment, and since this is the only waybill (which is a master waybill) to entered for this manifest the user will enter that number in this field.

The screenshot shows the ASYCUDAWorld software interface for creating a new Way Bill. The window title is 'Way Bill - New [BZBC]'. The form contains the following data:

5335	CARIBBEAN SHIPPING AGENCIES						
Transport Mode	1 Sea Transport	Identity	CARIBE NAVIGATOR				
Nationality	AG Antigua and Barbuda	Consignee	440				
Notify	SAME AS CONSIGNEE BELIZE CITY	Consignee	BELIZE SHIP HANDLERS 6480 MAHOGANY STREET BELIZE CITY				
Total containers	1	Status	MST	Item (number of degrouped B/L)	0		
Packages codes	CT Carton	Manifested Packages	10	Manifested Gross Mass			
Marks & nb.	NONE	Manifested Gross Mass	Number of packages	Remaining Gross Mass		Volume(CBM)	
Description of goods							
Location							
Freight		Amount					
P/C Ind		Values declared for					
Customs		Transport		Insurance			
Seals							
Seals number		Marks		Party			
Information							

The 'Manifested Packages' field is highlighted in blue and has a red arrow pointing to it. The bottom of the window shows a taskbar with 'Manifest - Modifica...', 'Way Bill - New [BZ...', and 'Document library'.

Figure 62: Manifested Packages



In Figure 63 below, the user is required to enter the Manifested Gross Mass for the shipment declared on this waybill. The user must note here that the manifested gross mass entered for every waybill in any manifest *must* add up to the total gross mass entered on the Manifest General Segment otherwise the user will not successfully complete the manifest.

In this case, ten thousand (10,000) was entered as the total gross mass on the manifest general segment, and since this is the only waybill (which is a master waybill) to entered for this manifest the user will enter that number in this field. The unit of measure for gross mass is Kilograms. This field also takes decimals.

The screenshot shows the ASYCUDAWorld software interface for creating a new waybill. The window title is 'Way Bill - New [BZBC]'. The form is divided into several sections:

- Transport Mode:** 1 Sea Transport
- Nationality:** AG Antigua and Barbuda
- Identity:** CARIBE NAVIGATOR
- Notify:** SAME AS CONSIGNEE, BELIZE CITY
- Consignee:** 440, BELIZE SHIP HANDLERS, 6480 MAHOGANY STREET, BELIZE CITY
- Total containers:** 1
- Status:** MST
- Item (number of degrouped B/L):** 0
- Packages codes:** CT Carton
- Marks & nb.:** NONE
- Manifested Packages:** 10
- Manifested Gross Mass:** 10,000 (highlighted with a red arrow)
- Remaining Gross Mass:** Gross mass
- Volume(CBM):**

At the bottom, there are tabs for 'Waybill', 'Containers', and 'Split'. The taskbar shows 'Manifest - Modifica...', 'Way Bill - New [BZ...', and 'Document library'.

Figure 63: Manifested Gross Mass



The next accessible field is the Volume (CBM) field which asks for the volume in cubic meters that the goods used up in the container. This field is not mandatory.

In Figure 64 below, the user is required to enter the description of the goods to be declared on this waybill. The user should be as descriptive as possible, especially when the waybill is declaring more than one kind of goods. For this purpose, the Description of Goods field is designed to be a free text field where information may be entered on more than one lines inside this field.

For this example, the user is creating a master waybill for a consolidation of goods of which he does not know the description. Since this is the case, the user should use the phrase: "FREIGHT OF ALL KIND". When the master waybill is being degrouped, the consolidator will ensure that the proper description for each part of the consolidation is entered.

The screenshot shows the ASYCUDAWorld software interface for creating a new waybill. The window title is 'Way Bill - New [BZBC]'. The form contains the following data:

5335	CARIBBEAN SHIPPING AGENCIES						
Transport Mode	1 Sea Transport	Identity	CARIBE NAVIGATOR				
Nationality	AG Antigua and Barbuda	Consignee	440				
Notify	SAME AS CONSIGNEE BELIZE CITY	Consignee	BELIZE SHIP HANDLERS 6480 MAHOGANY STREET BELIZE CITY				
Total containers	1	Status	MST	Item (number of degrouped B/L)	0		
Packages codes	CT Carton	Manifested Packages	10	Manifested Gross Mass	10,000		
Marks & nb.	NONE	Manifested Gross Mass		Remaining Gross Mass		Volume(CBM)	
Description of goods	FREIGHT OF ALL KIND						
Location							
Freight P/C Ind							
Values declared for							
Customs		Transport		Insurance			
Seals							
Seals number	Marks	Party					
Information							

Figure 64: Description of Goods



In Figure 65 below, the user is asked to choose the location code available in the drop-down list of the Location field as shown to specify where the goods are being house. The location code chosen should be appropriate to the Customs Office for which the manifest is being prepared.

As was mentioned before, if the user knows the code for the location desired, he simply has to start typing in the code and the drop list should adjust to show the relevant code.

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File View Window Help

Way Bill - New [BZBC]

File Edit View Help

5335 CARIBBEAN SHIPPING AGENCIES

Transport Mode: 1 Sea Transport

Nationality: AG Antigua and Barbuda

Identity: CARIBE NAVIGATOR

Notify: SAME AS CONSIGNEE BELIZE CITY

Consignee: 440 BELIZE SHIP HANDLERS 6480 MAHOGANY STREET BELIZE CITY

Total containers: 1 Status: MST Item (number of degrouped B/L): 0

Packages codes: CT Carton

Marks & nb.: NONE

Manifested Packages: 10 Manifested Gross Mass: 10,000

Manifested Gross Mass: Remaining Gross Mass: Volume(CBM):

Description of goods: FRIEGHT OF ALL KIND

Location: PORTACA TACA TRANSIT SHED, PORTAMJ AMERIJET INT'L TRANSIT SHED, PORTBZ PORT OF BELIZE TRANSIT SHED

Customs: Transport: Insurance:

Seals: Seals number: Marks: Party: Information:

Waybill Containers Split

Manifest - Modifica... Way Bill - New [BZ... Document library

Figure 65: Location of Goods



In Figure 66 below, the user is required to enter the indicator for the freight payment status, whether the freight was prepaid (“P”) or collect (“C”).

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File View Window Help

Way Bill - New [BZBC]

File Edit View Help

Consignee

440

SAME AS CONSIGNEE
BELIZE CITY

BELIZE SHIP HANDLERS
6480 MAHOGANY STREET
BELIZE CITY

Total containers Status Item (number of degrouped B/L)

Packages codes

Marks & nb.
NONE

Manifested Packages Manifested Gross Mass

Manifested Gross Mass Remaining Gross Mass Volume(CBM)

Description of goods
FRIEGHT OF ALL KIND

Location

Freight

P/C Ind Amount

Values declared for

Customs Transport Insurance

Seals

Seals number Marks Party

Information

Onward transport

Transit Doc. reference

Transshipment Doc. reference

Carrier

Waybill Containers Split

Manifest - Modifica... Way Bill - New [BZ... Document library

Figure 66: Prepaid/Collect Freight Indicator



In Figure 67 below, the user is required to enter the freight charge for the shipment. This is a mandatory field and a charge must be entered here. This field is designated to accept decimals.

If the case arises that the goods entered on a waybill enjoys free freight charge for reason of it being short-shipped from a previous voyage, then the user should enter the value of "0.00" and the reason for the freight being free should be included in the Goods Description field or the Marks and Numbers field.

The screenshot displays the ASVCUDAWorld software interface for creating a new waybill. The window title is 'Way Bill - New [BZBC]'. The form is divided into several sections:

- Consignee:** BELIZE SHIP HANDLERS, 6480 MAHOGANY STREET, BELIZE CITY.
- Sender:** SAME AS CONSIGNEE, BELIZE CITY.
- Summary:** Total containers: 1, Status: MST, Item (number of degrouped B/L): 0.
- Manifested Packages:** 10, Manifested Gross Mass: 10,000.
- Description of goods:** FRIEGHT OF ALL KIND.
- Location:** PORTBZ, PORT OF BELIZE TRANSIT SHED.
- Freight:** P/C Ind: P, Amount: 2,500.
- Values declared for:** Customs, Transport, Freight value, Insurance.
- Seals:** Seals number, Marks, Party.
- Onward transport:** Transit, Transhipment, Carrier, Doc. reference.

A red arrow points to the 'Amount' field in the 'Freight' section, which contains the value '2,500'.

Figure 67: Freight Charge Amount



In Figure 68 below, the user is required to select the code of the currency, which is available in a drop-down list, for the freight charge. This is a mandatory field and the user must specify a currency. There is also a code available in the list for Belize Dollars if that is the case.

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File View Window Help

Way Bill - New [BZBC]

File Edit View Help

Consignee
440
BELIZE SHIP HANDLERS
6480 MAHOGANY STREET
BELIZE CITY

Consignor
SAME AS CONSIGNEE
BELIZE CITY

Total containers Status Item (number of degrouped B/L)

Packages codes

Marks & nb.
NONE

Manifested Packages Manifested Gross Mass

Manifested Gross Mass Remaining Gross Mass Volume(CBM)

Description of goods
FRIEGHT OF ALL KIND

Location

Freight
P/C Ind Amount

Values declared for
Customs Transport

Seals
Seals number Marks

Information

Onward transport
Transit Doc. reference

Transshipment Doc. reference

Carrier

Waybill Containers Split

Manifest - Modifica... Way Bill - New [BZ... Document library

Code	Currency Name
JPY	Japanese Yen
MXN	Mexican Peso
SED	Sweedish Krona
SEK	Sweedish Krona
TTD	Trinidad and Tobago Dollar
TWD	Taiwan Dollar
USD	United States Dollar
XCD	East Caribbean Dollar

Figure 68: Freight Charge Currency Codes



The Customs Value, Transport Value, and Insurance Values are all optional fields and the user may enter the pertinent data in these fields if they are known. If not, then the user may leave the fields blank.

The Seals segment which contains the Seal Number, Marks, and Party fields are all optional fields and do not have to be used at this point on the waybill form. If the goods declared on the waybill are containerized, this information will be captured in the Container Tab.

Container Information

The Container details for any shipment that is containerized will be entered in the Container Tab of the Waybill form. Located to the bottom left of the waybill form, the user will notice three tabs labelled “Waybill”, “Container”, and “Split”. The user simply needs to click on the “Container” tab to access that portion of the waybill to enter the container information.

As shown in Figures 69 to 71 below, the user will enter the container number, number of packages, container type, whether empty/full, number of seals attached to the container, the marks of the seals in the next two fields, and the sealing party, the container’s empty weight, and the weight of the goods all in that order. The last two fields (Empty Weight and Goods Weight) may be left blank. Some information is available in drop-down lists.

The user will notice that there are only two fields available to enter seal reference numbers, and there are many cases where there may be more than two seals attached to the container. Whenever this case arises, the user will enter the “Shipper’s” seal number in the first seal reference number field and then any of the other seal reference numbers in the second field.

Handling Container Details

Ninety percent of all cargo (except bulk cargo) that is imported into Belize is containerized. However, as it is presently designed, the system does not handle repeated container numbers (and other details thereof) as efficiently as one would like. Presently, whenever the system encounters a repeated container number it has already committed to the database for any given waybill in a Manifest, it overwrites the package quantity previously entered in the first instance with the new package quantity entered in the new instance. It will do this every time it encounters a new instance of the same container number being repeated. This is especially the case with LCL containers which would have consolidated cargo for multiple importers.

To avoid this problem, the user should decide which waybill (reflecting cargo from the pool of consolidated cargo) should reference the container number. This waybill will be the only waybill to do so because the container number will only be referenced ONCE. As far as the system is concerned, the container number has been accounted for and the rest of the waybills from the consolidated cargo pool belonging to the same container will NOT reference the container number at all.

For example: Container Number TTNU1234567 has consolidated cargo for 10 importers. The user may choose the first waybill in this group to reference the container number and will enter container details as shown in Figures 69 to 72 below. However, the remaining nine waybills will not reference the container number at all.



The user will enter “0” in the “Total Containers” field on the waybill form and enter nothing in the Container Tab. This way, there will be no overwriting of quantities by the system regarding container piece counts.

This is the manner with which consolidated containers will be handled by users until further notice.

The screenshot displays the 'Waybill - Containers' window in the ASYCUDAWorld application. The window title is 'Waybill - Containers'. The main area contains a table with the following columns: Reference, Number, Type, E/F, Seals, Marks, Sealing Party, Empty weight, and Goods weight. The first row has the reference 'HYBU1234567' and a quantity of '10'. A dropdown menu is open for the 'Type' field, listing various container types such as '40BK 40ft Dry bulk, pressurized', '40BU 40ft Dry bulk non-pressurized box', '40GP 40ft Gen purpose non-ventilated', '40HI 40ft Thermal, insulatedft"', '40HR 40ft Thermal Refrig-Heat removable', '40PC 40ft Platform based: Folding', '40PF 40ft Platform based: Fixed', and '40PL 40ft Platform container'. Below the table, there are additional columns: Reference, Number of Pack., type of container, Marks, Sealing Party, Empty weight, and Goods weight. The bottom of the window shows a tabbed interface with 'Waybill', 'Containers', and 'Split' tabs. The 'Waybill' tab is active. The taskbar at the bottom shows the application name 'Way Bill - New [BZ...]' and a 'Document library' icon.

Figure 69: Container Information (Pt. 1)



ASycUDAWorld - profester

File View Window Help

Way Bill - New [BZBC]

File Edit View Help

Waybill - Containers

Reference	Number	Type	E/F	Seals	Marks	Sealing Party	Empty weight	Goods weight
HYBU1234567	10	40GP						

Reference	Number of Pack...	Type of container	E	Seals	Marks	Sealing Party	Empty weight	Goods weight
				BLK	BREAK BULK LOAD			
				E/E	EMPTY / BALLAST			
				FCL	FULL CONTAINER LOAD			
				LCL	LESS CONTAINER LOAD			

Waybill Containers Split

Manifest - Modifica... Way Bill - New [BZ... Document library

Figure 70: Container Information (Pt. 2)



ASYCUDAWorld - profester

File View Window Help

Way Bill - New [BZBC]

File Edit View Help

Waybill - Containers

Reference	Number	Type	E/F	Seals	Marks	Marks	Sealing Party	Empty weight	Goods weight
HYBU1234567	10	40GP	FCL	3	13579	24680	CU SH TO		

Reference Number of Pack... Type of container Empty/Full Seals Marks Marks Sealing

Waybill Containers Split

Manifest - Modifica... Way Bill - New [BZ... Document library

Figure 71: Container Information (Pt. 3)

After this information is completed the user will add the container by clicking on the “Add Container” icon located fourth from the right in the row of icons at the top left of the waybill form. This icon resembles a folder sheet of paper with the top right edge bent over (like dog ears).



As shown in Figure 72 below, putting the mouse on this icon will result in a small message window that says: “Add a New Container” and clicking this icon will drop or add the container details into the table below which will be added to the waybill. The user may add as many containers to the waybill as is necessary in this manner.

The screenshot shows the ASYCUDAWorld application window titled 'Way Bill - New [BZBC]'. The interface includes a menu bar (File, Edit, View, Help) and a toolbar with various icons. A red arrow points to a plus icon in the toolbar, which is associated with the 'Add a new Container' tooltip. Below the toolbar is a table with the following data:

Reference	Number	Type	E/F	Seals	Marks	Sealing Party	Empty weight	Goods weight
HYBU1234567	10	40GP	FCL	3	13579	24680	SH	

The table has a header row with the following columns: Reference, Number of Packages, Type of container, Empty/Full, Seals, Marks, Marks, Sealing Party, Empty weight, and Goods weight. The table is currently displaying one row of data. A second red arrow points to the first row of the table.

Figure 72: Add a New Container



Entering the data for one bill of lading is now complete. The cursor will return to the first field in the BOL screen. The next step is to verify the waybill document.

Verifying, Saving and Storing the Waybill Document

After completing the requirements of the form user may verify the document by choosing the 'Verify' icon that resembles an eye which is the first left-side icon at the top of the form as shown in Figure 73 below.

ASYCUDAWorld - profvester
File View Window Help

Way Bill - New [BZBC]
File Edit View Help

Manifest - Waybill

Customs office | BZBC | Customs Headquarters

Voyage number V999	Date of departure 25/06/2010	Date of arrival 28/06/2010	Time of arrival 13:33	Registration number /
B/L reference number CSA000	B/L Type 711 Master bill of lading	Nature 23	Last discharge	B/L Number 1
Previous document	UCR			
Place of loading CAMMI Miami	Place of unloading BZBZE Belize City			

Carrier
CSACAR03
Hyde Shipping Corp.
10025 NW 116 Way, Suite 2
Medley
Florida
USA
5335 CARIBBEAN SHIPPING AGENCIES

Exporter/Shipper
Message
Document verified!

Yes

Transport Mode
1 Sea Transport
Nationality
AG Antigua and Barbuda

Identity
CARIBE NAVIGATOR

Notify
SAME AS CONSIGNEE
BELIZE CITY

Consignee
440
BELIZE SHIP HANDLERS
6480 MAHOGANY STREET
BELIZE CITY

Total containers | 1 | Status | MST | Item (number of degrouped B/L) | 0

Packages codes | CT | Carton

Waybill Containers Split

Manifest - Modifica... Way Bill - New [BZ... Document library

Figure 73: Verifying the Document



The user must note that the verification process that the system does to the waybill (or any document) does *not* check for *information integrity*. It only checks that information was entered in the proper *format* that the system will accept (dates where necessary, codes where necessary, whole numbers where necessary, decimals where necessary, etc.). The integrity of the data depends completely on the user.

Now that the waybill has been verified correct, the user may wish to save the waybill as a template on his local hard drive. The purpose of this is to allow the user to utilize the waybill template to create more waybills for the same manifest without starting from scratch. If the manifest to be created is to have many waybills which must be inputted manually, then the user may use the template to speed up the process and the guarantee will be there that the common information from the manifest will always be included in each waybill.

As shown in Figure 74 below, the user will click on the icon labelled “XML” with a yellow arrow pointing to the right just above it. Putting the mouse on this icon will display a small description message that reads “Export to ASYCUDA XML File which means that the template generated by the system is an XML file. Clicking this icon will display a Save sub-window with which the user may decide where to save the template and under what name.



ASYCUDAWorld - profvester

File View Window Help

Way Bill - New [BZBC]

File Edit View Help

Manifest - Waybill

Customs office: BZBC Customs Headquarters

Voyage number: V9999 Date of departure: 25/06/2010 Date of arrival: 28/06/2010 Time of arrival: 13:33 Registration number: /

B/L ref. number: CSA0001 B/L Type: 711 Master bill of lading Nature: 23 Last discharge: B/L Number: 1

Previous document:

Place of loading: CAMMI Miami

Carrier: CSACAR03
Hyde Shipping Corp.
10025 NW 116 Way, Suite 2
Medley
Florida
USA

5335 CARIBBEAN SHIPPING AGENCIES

Transport Mode: 1 Sea Transport Nationality: AG Antigua and Barbuda

Notify: SAME AS CONSIGNEE BELIZE CITY Consignee: 440
BELIZE SHIP HANDLERS
6480 MAHOGANY STREET
BELIZE CITY

Total containers: 1 Status: MST Item (number of degrouped B/L): 0

Packages codes: CT Carton

Waybill Containers Split

Manifest - Modifica... Way Bill - New [BZ... Document library

Figure 74: Save Waybill XML Template (Pt. 1)

Once the name of the file to be saved is entered and the desired location (Desktop, My Documents, Flash Drive, etc.) chosen, the user may click the “Save” button and the system will execute the save process. When completed, the system will display a message such as the one shown in Figure 75 below that informs the user that the file was saved successfully. Click on the check button (yes) to continue.



ASYCUDAWorld - profvester
File View Window Help

Way Bill - New [BZBC]
File Edit View Help

Manifest - Waybill

Customs office: BZBC Customs Headquarters

Voyage number	Date of departure	Date of arrival	Time of arrival	Registration number
V9999	25/06/2010	28/06/2010	13:33	/
B/L ref. number	B/L Type	Nature	Last discharge	B/L Number
CSA0001	711 Master bill of lading	23		1
Previous document		UCR		
Place of loading		Place of unloading		
CAMMI Miami		BZBZE Belize City		

Carrier: CSACAR03
Hyde Shipping Corp.
10025 NW 116 Way, Suite 2
Medley Florida USA

Exporter/Shipper: [Empty]

5335 CARIBBEAN SHIPPING AGENCIES

Transport Mode: 1 Sea Transport
Nationality: AG Antigua and Barbuda

Identity: CARIBE NAVIGATOR

Notify: SAME AS CONSIGNEE BELIZE CITY
Consignee: 440 BELIZE SHIP HANDLERS 6480 MARGARET GANY STREET BELIZE CITY

Total containers: 1 Status: MST Item (number of degrouped B/L): 0

Packages codes: CT Carton

Waybill Containers Split

Manifest - Modifica... Way Bill - New [BZ... Document library

Export

Export to file 'C:\Users\Rigel Bowen\Desktop\TEST01.xml' was successful!

Yes

Figure 75: Save Waybill XML Template (Pt. 2)

That being completed, the user may now store the waybill to the system's server where it will be attached to the manifest. This action will be accomplished by clicking the "Store" icon that resembles a blue check mark located second from the left in the row of icons at the top of the form as demonstrated in Figure 76 below. The system will store the waybill to the manifest and inform the user that the action was successful. After the user clicks the check mark icon in the message window, the waybill will disappear.



ASYCUDAWorld - rbowen

File View Window Help

Way Bill - New [BZ...]

File Edit View Help

Manifest - Waybill

Customs office BZBC Customs Headquarters

Voyage number V9999 Date of departure 25/06/2010 Date of arrival 28/06/2010 Time of arrival 13:33 Registration number /

B/L ref. number CSA0001 B/L Type 711 Master bill of lading Nature 23 Last discharge B/L Number 1

Previous document UCR

Place of loading CAMMI Miami Place of unloading BZBZE Belize City

Carrier CSACAR03

Hyde Shipping Corp.
10025 NW 116 Way, Suite 2
Medley
Florida
USA

5335 CARIBBEAN SHIPPING AGENCIES

Transport Mode 1 Sea Transport Nationality AG Antigua and Barbuda

Notify SAME AS CONSIGNEE BELIZE CITY

Consignee 440 BELIZE SHIP HANDLERS
6480 MAHOGANY STREET
BELIZE CITY

Total containers 1 Status MST Item (number of degrouped B/L) 0

Packages codes CT Carton

Waybill Containers Split

Document library Manifest finder : ... Way Bill - New [BZ...

Transaction completed

Store is done.

Print Waybill, condensed

e-Mail to:

Yes

Figure 76: Waybill Store Complete

To confirm that the waybill has indeed been attached to the manifest, the user may perform a search for the manifest as was described earlier, open it in “View” mode (or “Modification”); and when the manifest is displayed, the user must then click on the “Bol” tab located at the bottom-left of the manifest form. This action will change the display to reveal the list of waybills created for this manifest which should include the waybill created for this example. Figure 77 below demonstrates:



ASYCUDAWorld - rbowen

File View Window Help

Manifest - View [BZBC]

File Edit View Help

Manifest - Waybills

Line nbr	Ref nbr	Nb. Cont.	Packages	Gross mass	Remaining Packag...	Remaining Gross ...	Sts
1	CSA0001	1	10	10 000			MST

Manifest Bot

Document library Manifest finder : ... Manifest - View [B...

Figure 77: List of Waybills for Manifest

The user will notice the details that are given for the waybill in the row that displays it. The user will also notice that the columns for “Remaining Packages” and “Remaining Gross Mass” are empty. These columns reflect the number of packages and their weights that are physically located in the Transit Shed (or Port Shed or Warehouse). Since the manifest is not yet registered and has become a legal document, these columns will remain empty until registration has taken place. Once registration is complete, these columns will be filled in by the system. The user will further notice that the colour of the row has an off-white to grey shade. This is so because the document is only STORED and the system uses this colour to designate the document with a STORED status. Other statuses are reflected by other colours.



Insert additional Waybills

To add more bills the user should proceed with either of the two methods described for adding waybills and repeat the steps specified in each.

Moving between Screens

To switch between the Manifest-General Information and BOL screens, click on the specific tabs at the bottom-left of the screens e.g. Manifest or BOL buttons. Figure 78 below demonstrates a manifest with 134 waybills. Switching between the Manifest screen and the Waybill screen is achieved by clicking either the “Manifest” or “Bol” tab at the bottom-left of the form. Maximize the form itself to achieve maximum efficiency for scrolling and/or moving between the screens.

Line nbr	Ref nbr	Nb. Cont	Packages	Gross mass	Remaining Packa...	Remaining Gross ...	Sts
37	PEVBZE63178	1	5	66.22			HSE
38	PEVBZE63179	1	35	362.87			HSE
39	PEVBZE63180	1	1	22.68			HSE
40	PEVBZE63181	1	66	278.96			HSE
41	PEVBZE63182	1	1	226.8			HSE
42	PEVBZE63183	1	5	38.56			HSE
43	PEVBZE63184	1	1	18 597.31			HSE
44	PEVBZE63185	1	1	1 133.98			HSE
45	PEVBZE63186	6	6	21 282.58			HSE
46	PEVBZE63187	1	1	9 298.65			HSE
47	PEVBZE63188	1	2	27.22			HSE
48	PEVBZE63189	1	2	41.73			HSE
49	PEVBZE63190	2	6	4 119.08			HSE
50	PEVBZE63191	1	1	5.44			HSE
51	PEVBZE63192	1	612	2 645.1			HSE
52	PEVBZE63193	1	1 000	4 030.01			HSE
53	PEVBZE63194	2	10	120.2			HSE
54	PEVBZE63195	1	6	81.65			HSE
55	PEVBZE63196	1	7	163.29			HSE
56	PEVBZE63197	1	1	11 339.82			HSE
57	PEVBZE63198	1	1	22.68			HSE
58	PEVBZE63199	1	1	1.81			HSE
59	PEVBZE63200	1	17	964.34			HSE
60	PEVBZE63201	1	19	340.19			HSE
61	PEVBZE63202	1	2 870	15 875.75			HSE
62	PEVBZE63203	1	45	2 131.89			HSE
63	PEVBZE63204	1	1	3.63			HSE
64	PEVBZE63205	1	1	22.68			HSE

Figure 78: Switching Between Manifest and Bill of Lading Screen



Lists of bills of lading and the manifest general segment are on one form with the manifest segment screen at the top (appearing first), followed by the list of bills screen. Activate the scroll bars to move up or down the screen.

Registering Manifests and Bills of Lading

Finding the Manifest

If there is no more need to modify the manifest or its bills of lading information any further, the user will be required to register the manifest. Registering the manifest or also registers or validates its related bills of lading. To achieve this, the user must go to the **Document Library** → **Cargo Manifest**, right-click on **Manifest** select **Find** as detailed in Figures 38 to 44. At this point, there are two methods to register a manifest.

Method I

This first method allows the user to register a manifest directly from the list of options that the user sees when they right-click the desired manifest as demonstrated in Figure 79 below. Using this option means that the user is sure that there are no more adjustments, modifications, additions, or subtractions that need to be made to the manifest and it may be registered as is.

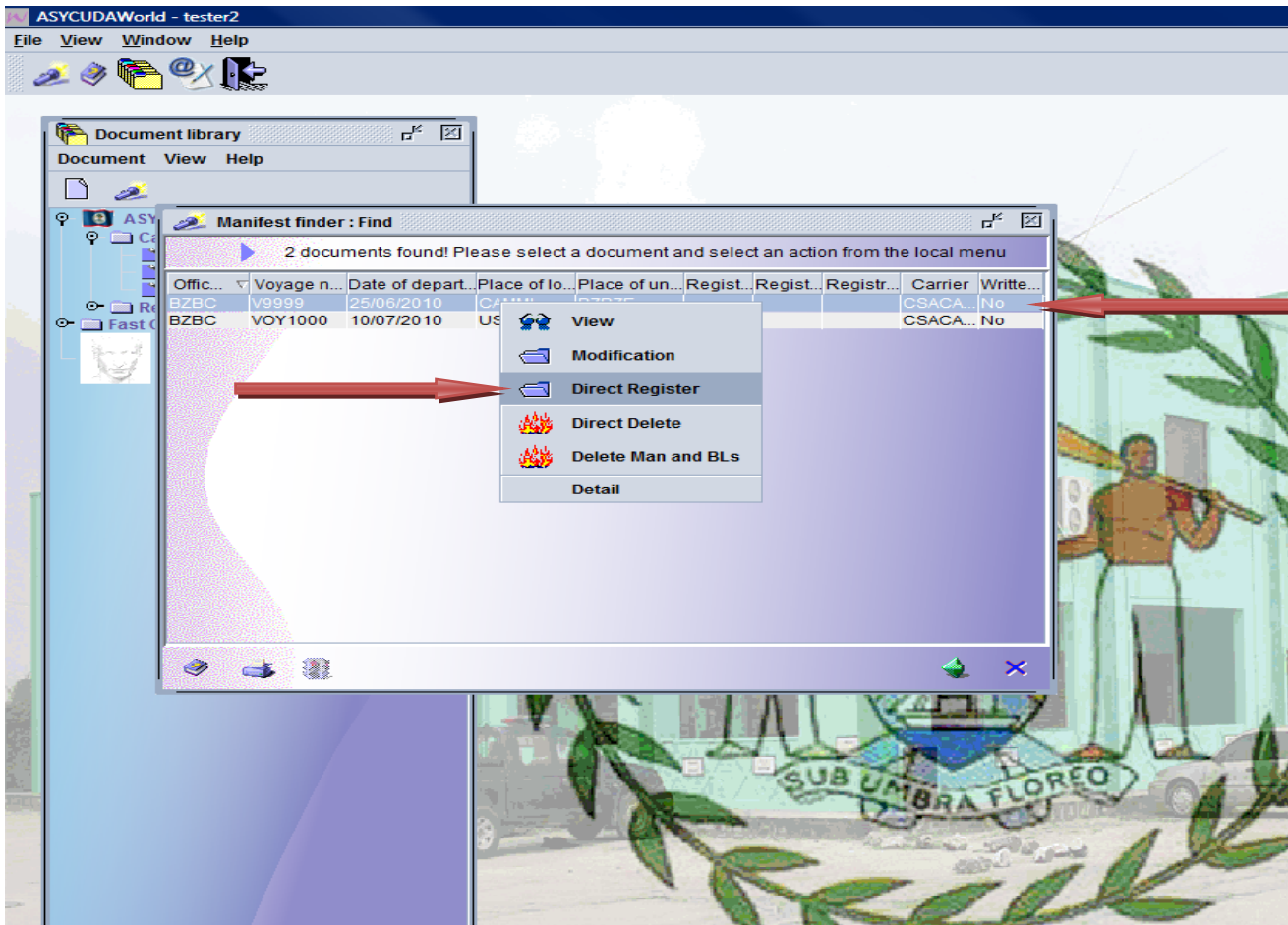


Figure 79: Direct Register of Manifest

Method II

The second method allows the user to open the manifest in “Modification” mode to make any final changes, additions, or subtractions that need to be made to the manifest (and/or attached waybills) before it may be registered. One of the main things that need to be dealt with on the manifest before registration is the Date of Arrival field. This field is actually optional because when a manifest is being created, the user may not yet know nor can guarantee what the date of arrival is since a vessel may delay calling to port for various reasons. To facilitate the creation and storage of manifests to the Customs servers, this field is optional.

However, when the ship has arrived and the manifest is ready to be registered, the user should then know what the date of arrival is simply because the ship *has arrived*. The Date of Arrival field then needs to be filled in.



To utilize this method, the user must perform a search for the manifest as was described in the first method, but choose “Modification” from the list of options when the row is right-clicked. This will open up the manifest and the user may complete any adjustments needed before completion.

When ready, the user may then make one of two final checks by first using the icon resembling a pink square diamond located 4th from the right in the row of icons at the top of the form. This invokes the system to check all the totals for the manifest which include waybills and manifest totals to make sure everything matches up. If there are quantifiable discrepancies, the system will tell the user what it is so that the user may correct it before continuing. Figure 80 below demonstrates:

Manifest - Modification [BZBC]

Manifest - General Information

Customs office: BZBC Customs Headquarters

Voyage number: V9999 Date of departure: 25/06/2010 Date of arrival: 28/06/2010 Time of arrival: 13:33 Registration Number: / / Last discharge: / /

Place of departure: CAMMI Miami Place of destination: BZBE Belize City

Carrier: CSACAR03

Hyde Shipping Corp.
10025 NW 116 Way, Suite 2
Medley
Florida
USA

Shipping Agent: 5335 CARIBBEAN SHIPPING AGENCIES

Transport

Mode: 1 Sea Transport Identity: CARIBE NAVIGATOR
Nationality: AG Antigua and Barbuda Place: /
Registration: / Date: /

Master: WILLIAM SCHMIDT

Tonnage

Gross: / Net: /

Office of destination (Transit): / Prev ref.: / /

Totals	
Totals are correct	1
	10
	1
	10,000.00

Confirmation dialog box: Totals are correct. [Yes]

Figure 80: Manifest Totals Check



The second of the two checks may be achieved with the first icon in the row of icons at the top of the form that looks like an eye. This action invokes the system to make further checks such as formatting of information entered. This means that the system will check that the user entered a date where a date was required, integers (whole numbers) where required, two or four-character codes where required, etc. However, this particular check that the system performs does not check for *integrity of information*, meaning it does not check that William Schmidt is really the ship's captain or flight captain; it does not check that the departure date entered is the real departure date of the voyage or flight; it does not check to verify that the user entered only 20 total containers when there were actually 25 but the user omitted them. As long as the information the user entered matches up and totals reconcile correctly, the system will accept the document as correct and valid. Figure 81 demonstrates:

ASYCUDAWorld - tester2

File View Window Help

Manifest - Modification [BZBC]

File Edit View Help

Manifest - General Information

Customs office: BZBC Customs Headquarters

Voyage number: V9999 Date of departure: 25/06/2010 Date of arrival: 28/06/2010 Time of arrival: 13:33 Registration Number: / Last discharge: /

Place of departure: CAMMI Miami Place of destination: BZBE Belize City

Carrier: CSACAR03

Hyde Shipping Corp.
10025 NW 116 Way, Suite 2
Medley
Florida
USA

Shipping Agent: 5335 CARIBBEAN SHIPPING AGENCIES

Totals	
Message	1
Document verified	10
	1
	10,000.00

Transport

Mode: 1 Sea Transport Identity: CARIBE NAVIGATOR

Nationality: AG Antigua and Barbuda Place: /

Registration: / Date: /

Master: WILLIAM SCHMIDT

Tonnage

Gross: / Net: /

Office of destination (Transit): / Prev ref.: /

Manifest Bol

Document library Manifest finder: ... Manifest - Modifica...

Figure 81: Document Verified



Again, the system would inform the user if there were errors and specify what then errors were for correction.

The next step is to register the manifest which is achieved by clicking on the green-check icon that is located next to the blue-check icon. By invoking this action, the system performs its final check for formatting, totals, missing information (such as mandatory info required for registration), codes compatible with the procedure, etc.

Once this check is complete and the system registers the manifest, a sub-window appears such as the one displayed in Figure 82 below:

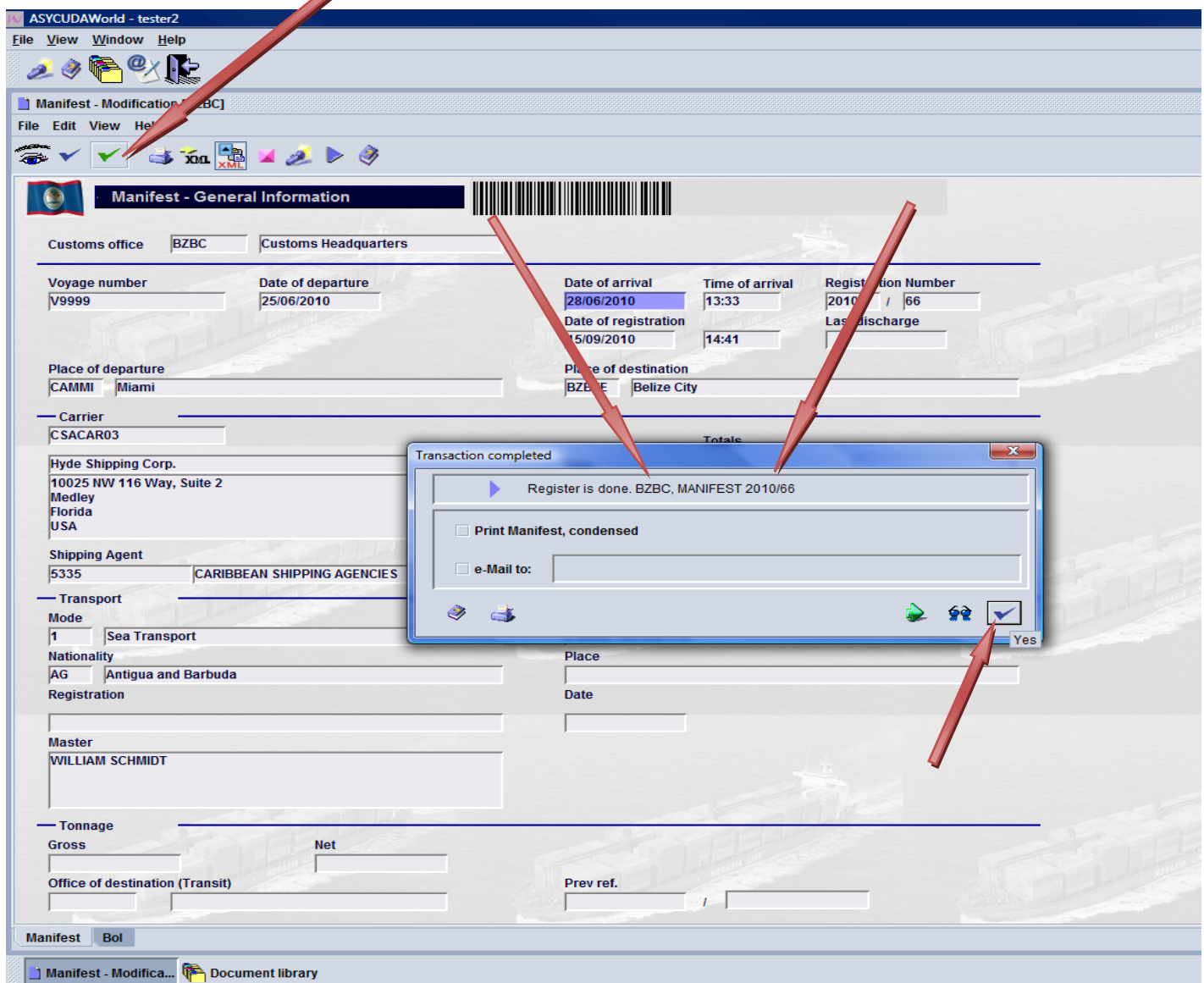


Figure 82: Manifest Registration Complete



The user will notice a couple details here. First, the system will tell the user that registration was completed. Secondly, the sub-windows specifies the registration being done for Customs Office BZBC, which is Belize City (Customs Headquarters). If and when the user registers a manifest for another station (e.g. SCBI for Big Creek or BZPI for Phillip Goldson Int'l Airport), the code for that station will appear at this position of the sub-window. Thirdly, the manifest's rotation number is assigned by the system. This is a sequential number that consists of the year/number (2010/56 in this case).

If the user registers manifests for more than one station, they will notice after some time that a rotation number may be repeated at least once. This is not really a repeat because two or more stations may reflect their own rotation numbers that may be similar (or identical) to another while the difference lies in the *station code*. So, for example BZBC and BZPI can both have rotation numbers 2010/56 but this difference is the station code and all this means that both stations have registered 56 manifests for the year 2010.

Since the user created and registered the manifest in the system and obtained a rotation number for the manifest, the manifest now becomes a legal document and is the property of the carrier-agency. All information needed by the Broker community (such as rotation numbers, waybill numbers, etc.) must be divulged by the carrier-agency as they were the ones to create the documents, invoke the registration, and are able to view the rotation information. Divulging such information is no longer the responsibility of the Customs Department.

In its registered state, the manifest and attached waybills are now inaccessible to the user for *modification*. The user will only have the option to view the registered documents. If there are any changes or amendments to be made post-registration, the user would have to submit a manifest amendment to the Customs Surveyor to have any amendments processed in the system. (Currently, the amendments are done in writing to the hard copy manifest, but for ASYCUDAWorld, the submission of a written request will still be mandatory.) Customs will *not* process any changes to a registered manifest (or waybill) unless the carrier-agency has submitted a written request to the Surveyor.

After the user acknowledges the registration by clicking on the blue check mark icon in the sub-window, the manifest disappears and another sub-window appears informing the user that an email has been received as Figure 83 shows below:

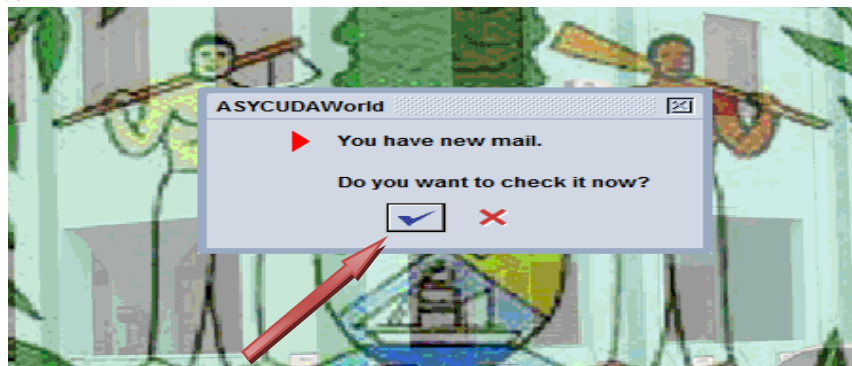


Figure 83: You Have Mail



Clicking the blue check mark icon for this sub-window opens the mail and provides the user with the details of the registered manifest in the mails attachment as shown in Figure 84 below:

The screenshot shows the ASYCUDAWorld MailBox interface. The main window displays a list of emails with columns for Subject, From, and Date. The selected email is 'Manifest registration: 2010 66' from 'tester2' dated 'Sep 15, 2010 1:02:42 PM'. Below the email list, an attachment table is visible, titled 'Manifest'. The table has columns for Office code, Voyage number, Date of departure, Place of loading, Place of unload..., Registration Date, Registration Year, Registration Nu..., Carrier, and Written off. The data row shows: BZBC, V9999, 2010-06-25, CAMMI, B7B7E, 2010-09-15, 2010, 66, CSACAR03, No. A blue 'View' button is positioned below the table. A red arrow points to the 'View' button, and another red arrow points to the 'Manifest' row in the table. The interface also shows a sidebar with 'Inbox', 'Drafts', 'Trash', 'Sent', and 'Templates' folders. At the bottom, there are icons for 'Document library' and 'MailBox'.

Office code	Voyage number	Date of departure	Place of loading	Place of unload...	Registration Date	Registration Year	Registration Nu...	Carrier	Written off
BZBC	V9999	2010-06-25	CAMMI	B7B7E	2010-09-15	2010	66	CSACAR03	No

Figure 84: Manifest Registration Details

The user may right-click the row, as shown in Figure 84, and view the registered manifest.



Master Bills of Lading

A BOL may be added to the manifest as a **Master Bill** (type code 711). To allow for Customs clearance it must be split or degrouped to the level of the individual consignee. The bill of lading type code, entered in the bill itself, determines if it is a Master Bill, which if it is, must be degrouped.

Remember that a **Master Bill** cannot be directly cleared by Customs and must be degrouped, and that a lower level bill of lading, a **House Bill**, cannot be degrouped, but may be cleared by Customs.

Manually Degrouping a Master Bill of Lading/Air Waybill (Consolidators)

Master waybills are created when a consolidation is first consigned to a freight forwarder to a local consolidator, which must afterwards be degrouped or broken down to the individual importers. In the current system, the document submitted to break down a master waybill is called a Rider Manifest which is submitted by a Consolidator. In ASYCUDAWorld, this is known as Degroupage and is entered in the system by a user with the Consolidator profile.

The manner in which carrier-agents contact their consolidator clients and provide them with the master waybill information is not govern by the system and is actually up to both participants. However, it is done the consolidator must have four (4) pieces of information in order to create House waybills that will be married to the corresponding Master waybill. These four pieces of data are:

1. Customs Office (BZBC, BZPI, SCBI, etc.)
2. Voyage Number or Flight Number
3. Date of Departure
4. Previous Document (This is the Master Bill of Lading Number or Master Air Waybill Number)

When to Degroup

A Consolidator may begin to degroup a Master waybill from the time it has been attached and stored in the system by the carrier-agent. There is no need for the consolidator to wait until the carrier-agent registers the manifest. This means that the carrier-agent may inform the consolidator that their master waybill has been stored on the manifest in the system as soon as that has been done. This allows both players to participate simultaneously in entering complete manifest data from all sides which means that manifest data will be available for brokers to utilize as soon as the entire document is registered.

The Degroup Process

The Consolidator user's home page for ASYCUDAWorld and the accesses provided in the Document Library is similar to that of the Carrier's profile with the exception that the options for creating manifests is missing. This is simply for the reason that Consolidators do not create manifests in ASYCUDAWorld but instead degroup Master waybills.



Hence, when the user logs in and expands the “ASYCUDA” and “Cargo Manifest” options, the only thing available to the user would be to create new waybills (House) and to find created waybills. Figure 85 below demonstrates:

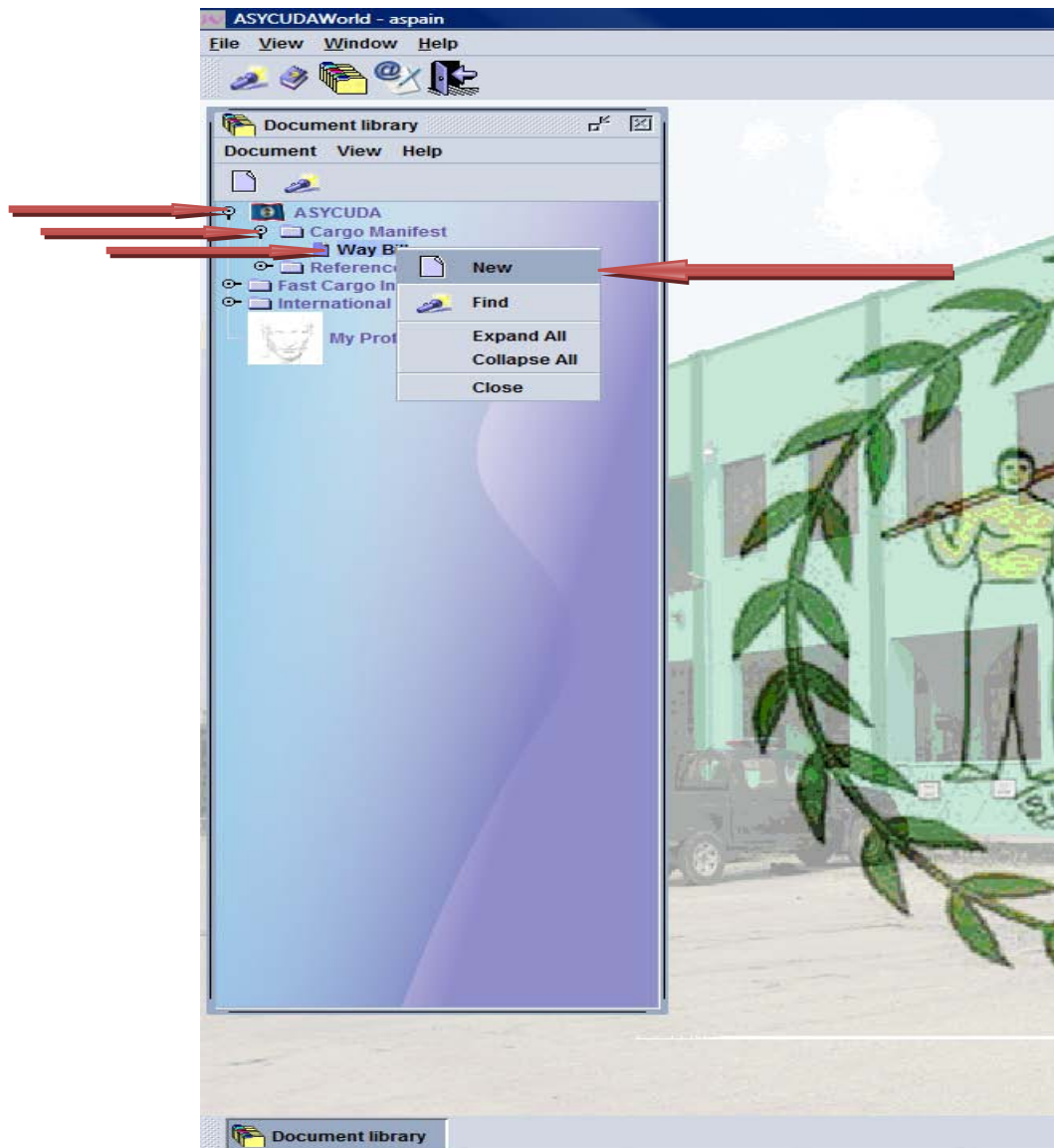


Figure 85: New Waybill (Consolidator)



With the Master waybill information received from the carrier-agent, the user will open a blank waybill form as was previously described and demonstrated in Figure 35 and proceed to enter the 4 pieces of information listed above to tie the waybill to the Master. Again, it would be wise for the user to consider using the Tab button and not the mouse to move from one field to the next. After entering the Customs Office code (BZBC in this case) the user must hit the Tab button and the cursor moves over to the “B/L Number” field.

The reader will remember from the definitions of required information needed to create a waybill listed on page 35 of this document that the B/L Number is the sequential number of the waybill being created. However, in this case, when degrouping a Master waybill, the house waybills that degroup it will be attached to it and inherit the common information from it, which means that the house waybills will also inherit the B/L Number.

The user will not be expected to know what the B/L Number of the Master waybill is, so the user may by-pass this field even though it is mandatory and will retain the red shade for mandatory fields that have been passed over. The next fields in order is the “Voyage Number”, “Date of Departure”, “B/L Ref. Number” (the Consolidator’s Bill of Lading or Air Waybill number, BSH001 in this case), * “B/L Type”, “Nature”, and “Previous Document” fields.

***Note: While a Master waybill in most cases will be degrouped into House waybills, a Consolidator may also include a Master waybill in the degroupage as well in the case that one of the consignee clients is also a third party consolidator. In that case, the code: 711 would be used for the B/L Type field.**

The user may fill in the required information for all these fields in order. Whenever the user (whether carrier-agent or consolidator) creates a waybill and the Customs Office Code, Voyage Number and Date of Departure are entered, the system continuously makes background comparison checks to see if the waybill the user is currently creating matches any manifest document created some time before.

The principle here is the same. When the consolidator user enters the Customs Office Code, the Voyage Number Date of Departure, the system performs comparison checks in the background to see if the data the user just entered matches that of some master document created before now.

Once it finds a match, the system highlights those fields necessary to complete the marriage of Master to House in order to assist the user to enter the rest of the data that will execute the link. It’s like the system is telling the user, “Ok, I realize that you are trying to degroup a Master Waybill that I found matching information for. Remember the four pieces of information you need? Here is the last field you need to fill in to complete the link.”

Figure 86 below shows how this works:



ASYCUDAWorld - rbowen

File View Window Help

Way Bill - New [BZBC]

File Edit View Help

Manifest - Waybill

Customs office: BZBC Customs Headquarters

Voyage number	Date of departure	Date of arrival	Time of arrival	Registration number
V9999	25/06/2010			
B/L ref. number	B/L Type	Nature	Last discharge	B/L Number
Previous document		UCR		
Place of loading		Place of unloading		
Carrier		Exporter/Shipper		
Transport Mode		Identity		
Nationality				
Notify		Consignee		

Total containers: Status: Item (number of degrouped B/L): 0

Waybill Containers Split

Document library Manifest - View [BZ...] Way Bill - New [BZ...]

Figure 86: Four Fields to Complete the Link (Pt. 1)

The number of fields needed to fill in to make the link is four, but the user sees six high-lighted fields. The reason for this is because the B/L Number and B/L Ref. Number fields (marked by green arrows) are mandatory fields, and all mandatory fields are high-lighted in red. The user simply continues filling in the fields in order as demonstrated in Figure 87 below:



ASYCUDAWorld - rbowen

File View Window Help

Way Bill - New [BZBC]

File Edit View Help

Manifest - Waybill

Customs office **BZBC** Customs Headquarters

Voyage number V9999	Date of departure 25/06/2010	Date of arrival	Time of arrival	Registration number
B/L ref. number BSH0001	B/L Type 710 Bill of lading (House)	Nature 23	Last discharge	B/L Number
Previous document		UCR		

Place of loading Place of unloading

Carrier	Exporter/Shipper
<input type="text"/>	<input type="text"/>

Transport Mode	Identity
<input type="text"/>	<input type="text"/>

Nationality	
<input type="text"/>	

Notify	Consignee
<input type="text"/>	<input type="text"/>

Total containers Status **HSE** Item (number of degrouped B/L) **0**

Packages codes

Waybill Containers Split

Document library Manifest - View [BZ...] Way Bill - New [BZ...]

Figure 87: Four Fields to Complete the Link (Pt. 2)

After the user enters the Bill of Lading Number (which is obtained from the Consolidator's own waybill numbering scheme), the B/L Type, and the waybill's Nature (all marked with green stars), all that remains is the fourth piece of data to complete the House/Master link. This is the Previous Document, or better yet the Master Waybill (or Master Air Waybill) number obtained from the carrier-agent.

Once the Master document number has been entered and the user hits the tab button, the system established the link and all the common information from the Master waybill is inherited by the House waybill as demonstrated by Figure 88 below:



ASYCUDAWorld - rbowen
File View Window Help

Way Bill - New [BZBC]
File Edit View Help

Manifest - Waybill

Customs office: BZBC Customs Headquarters

Voyage number V9999	Date of departure 25/06/2010	Date of arrival 28/06/2010	Time of arrival 13:33	Registration number 2010 / 66
B/L ref. number BSH0001	B/L Type 710 Bill of lading (House)	Nature 23	Last discharge	B/L Number 1 1
Previous document CSA0001		UCR		
Place of loading CAMMI Miami		Place of unloading BZBZE Belize City		

Carrier CSACAR03 Hyde Shipping Corp. 10025 NW 116 Way, Suite 2 Medley Florida USA 5335 CARIBBEAN SHIPPING AGENCIES	Exporter/Shipper
--	------------------

Transport Mode 1 Sea Transport Nationality AG Antigua and Barbuda	Identity CARIBE NAVIGATOR
---	------------------------------

Notify	Consignee
--------	-----------

Total containers	Status HSE	Item (number of degrouped B/L) 0
------------------	------------	----------------------------------

Packages codes

Waybill Containers Split

Document library Manifest - View [BZ... Way Bill - New [BZ...

Figure 88: Master/House Link Established

Completing the waybill from this point will be achieved in the same manner as described before on pages 49 to 73 and demonstrated in Figures 50 to 73. With this completed, the Consolidator user will next perform a search for the waybill(s) just created from the Document Library menu by using the Waybill Finder as was described in similar circumstances for finding a manifest on pages 39 – 43 with Figures 38 – 44.



As Figure 89 exhibits below, the waybill finder is similar to that of the manifest finder, and the parameters chosen by the Consolidator to find the waybill(s) will be as shown to perform the search.

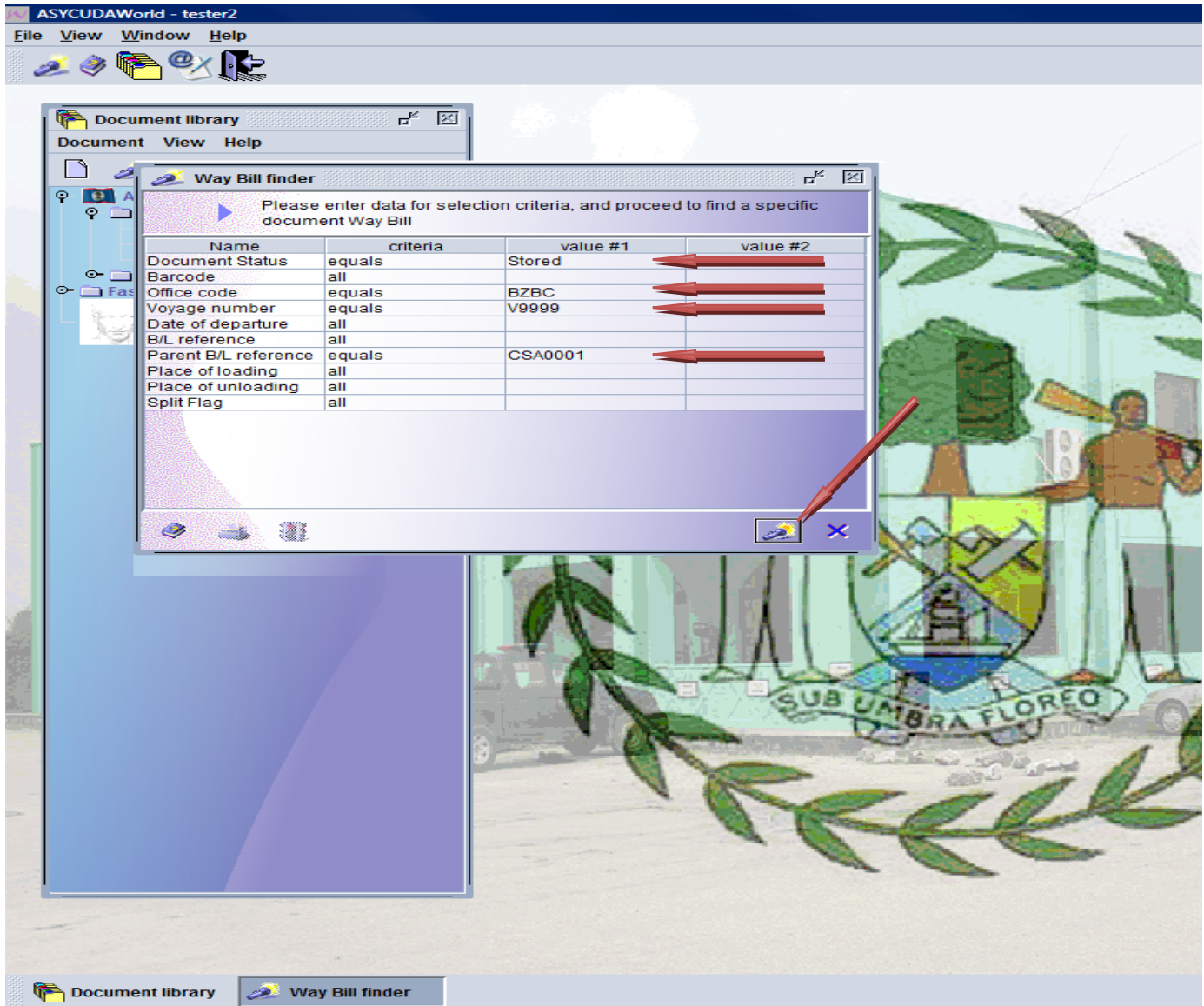


Figure 89: Consolidator Waybill Search (Pt.1)

Figure 90 below shows the search results, and the Consolidator may right-click the result row to access the list of options for actions applicable to the row selected. From this list, the Consolidator should choose the “Direct Validate” option.

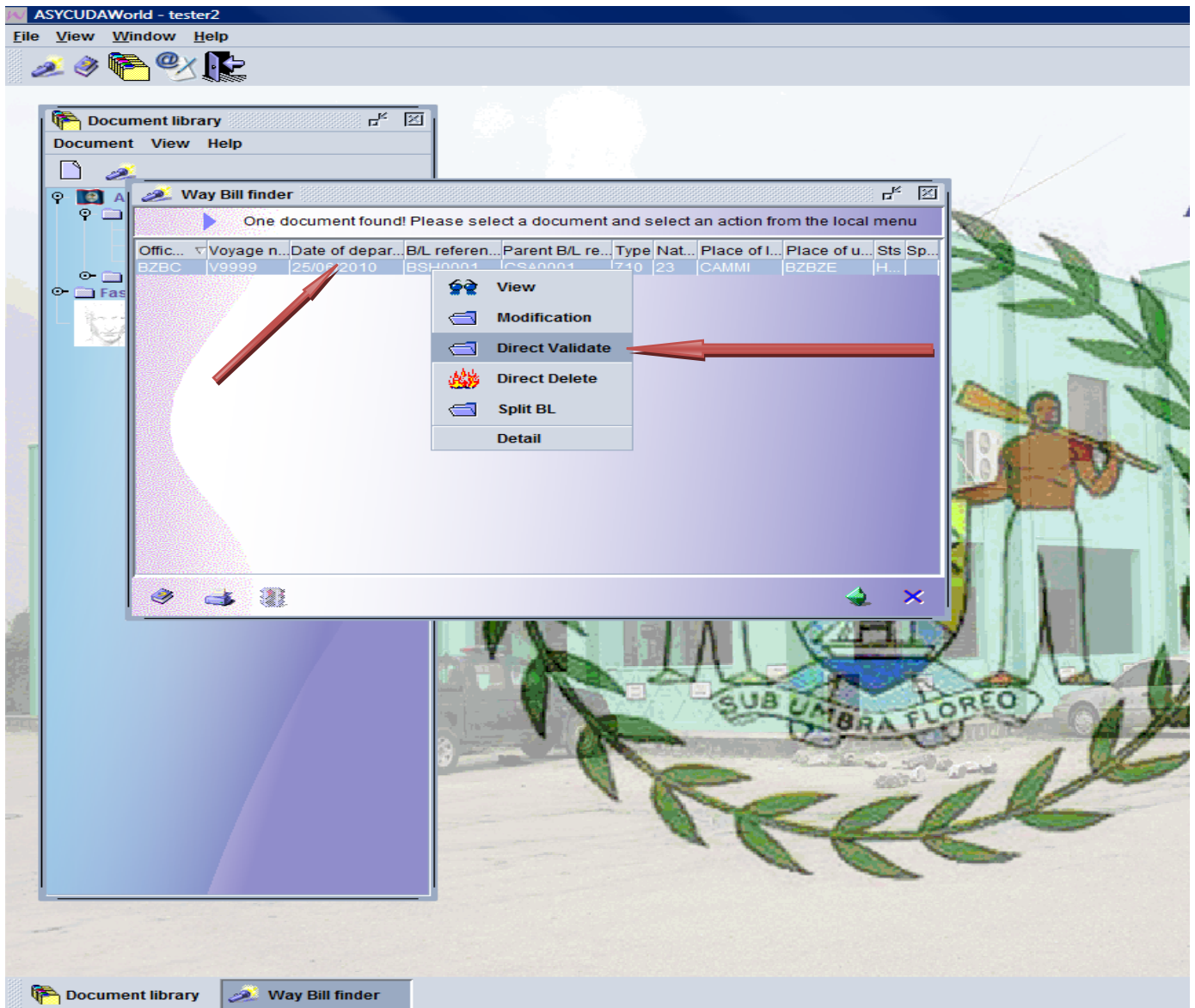


Figure 90: Consolidator Waybill Search (Pt. 2) Validating Waybill

This action will validate the House waybill that the Consolidator created to degroup the Master waybill. Validation is synonymous to registration. Validation is to the Consolidator as Registration is to Carrier-Agent. When waybill validation is achieved, the system displays a message saying that “Validation is complete” and then the waybill will be available for Customs Brokers to use electronically to submit and clear Customs Declarations.



Once the waybill is completed, stored, and validated by the Consolidator, the degroupage is attached to the manifest, and if the Customs Surveyor views the manifest, he will notice that the status of master waybill created by the Carrier-Agent has changed. The change of colour of the rows from Off-White to Blue also denotes that the House Waybill's status has been changed from "Stored" to Validated". The Surveyor will also be able to expand the master waybill to view the list of attached house waybills that are stored there. Figure 91 below demonstrates:

Line nbr	Ref nbr	Nb. Cont	Packages	Gross mass	Remaining Packag.	Remaining Gross	Sts
1	CSA0001	1	10	10 000	10	10 000	MST UDG
1	BSH0001	1	10	10 000	10	10 000	HSE

Figure 91: Master Waybill with Nested House Waybills



The Surveyor's view would be something like the Figure above. Notice that the status of each waybill is displayed at the far right of each row. At the beginning, notice also that the House waybill inherits the line number of the Master Waybill ("1" in this case) and the icon for the Master Waybill resembles a folder. This is another indicator that the document is a Master document and the folder suggests that it will (and must) contain a degroupage. The folder sheet icon at the beginning of the row for the house Waybill suggest that this document is data entered into the folder like a student stores related documents into a folder for that type of document alone. Figure 92 below demonstrates what a more realistic degroupage looks like:

Line nbr	Ref nbr	Nb. Cont.	Packages	Gross mass	Remaining Packag...	Remaining Gross ...	Sts
1	BSH01	6	8	200 000	8	200 000	HSE
2	BSH02	5	25	200 000	25	200 000	HSE
3	BSH03	5	40	120 000	40	120 000	HSE
4	BSH04	2	10	7 000	10	7 000	HSE
5	BSH05	10	100	200 000	100	200 000	MST UDG
5	CT011	1	10	50 000	10	50 000	HSE
5	CT012	1	10	5 000	10	5 000	HSE
5	CT013	2	20	60 000	20	60 000	HSE
5	CT014	1	10	10 000	10	10 000	HSE
5	CT015	1	10	20 000	10	20 000	HSE
5	CT016	1	10	10 000	10	10 000	HSE
5	CT017	3	30	45 000	30	45 000	HSE

Figure 92: Degroupage 2



The user will notice that all the totals for each House waybill *must* add up to the totals quoted on the Master waybill. The Carrier-Agent, who created the Master waybill # BSH05 would also be able to see the nested list of House waybills, but would not be able to open any of those House waybills themselves because they were not created by the Carrier-Agent.

Fast Cargo Integration (FCI)

This facility saves ASYCUDAWorld manifest users time and effort spent in keying in Manifest with a great number of Bills of Lading because, as was mentioned before, the default way to input data to ASYCUDAWorld is manually. Through ASYCUDAWorld, customs administrations may receive e-manifest in XML format from the shipping agent or any other authorised partner before the vessel's arrival (Usually upon the departure of the vessel from the country of export).

The XML file mentioned must conform to a set of rules laid out in a Schema (a formatting document) file also written in xml. These rules ensure that the XML file's data is in the right format (date, alpha-numeric characters, etc.), that mandatory fields in the XML files indeed have data there, that the data entered does not go over the number-of-characters limit, etc. How the XML manifest file is created and transferred by the Carrier's hub or headquarters is technical in nature and outside the scope of this document. Furthermore, to be able to work with FCI, the user will have to possess at least a minimal knowledge of XML language to be able to work with the XML file.

After receiving the XML file from headquarters, the user has to first open the file in an XML editor. An XML editor for XML files is like Microsoft Word for word documents. I recommend Altova XMLSpy as an XML file editor as it has very good features to assist the user to create or, in this case, check XML file for validity and well-formedness. Using Altova XMLSpy is an ideal way to ensure a vital first level of validity checks to XML files because the user can perform the checks by directly referencing the schema file. Aside from this, headquarters is not expected to know the different local codes used in ASYCUDAWorld, but the local user is. So, the local user must peruse the XML file to ensure that the correct codes were entered and all mandatory fields have data, etc.

Having ensured that the XML file is valid, the actions of converting the XML e-manifest to the operational database is achieved by the following steps:



FCI Generation Form

Open the Document Library. Expand the Fast Cargo Integration option by clicking on the '+' and right click on menu item, 'FCI'. A drop down menu will display. Click the Generation menu item as shown in Figure 93 below.

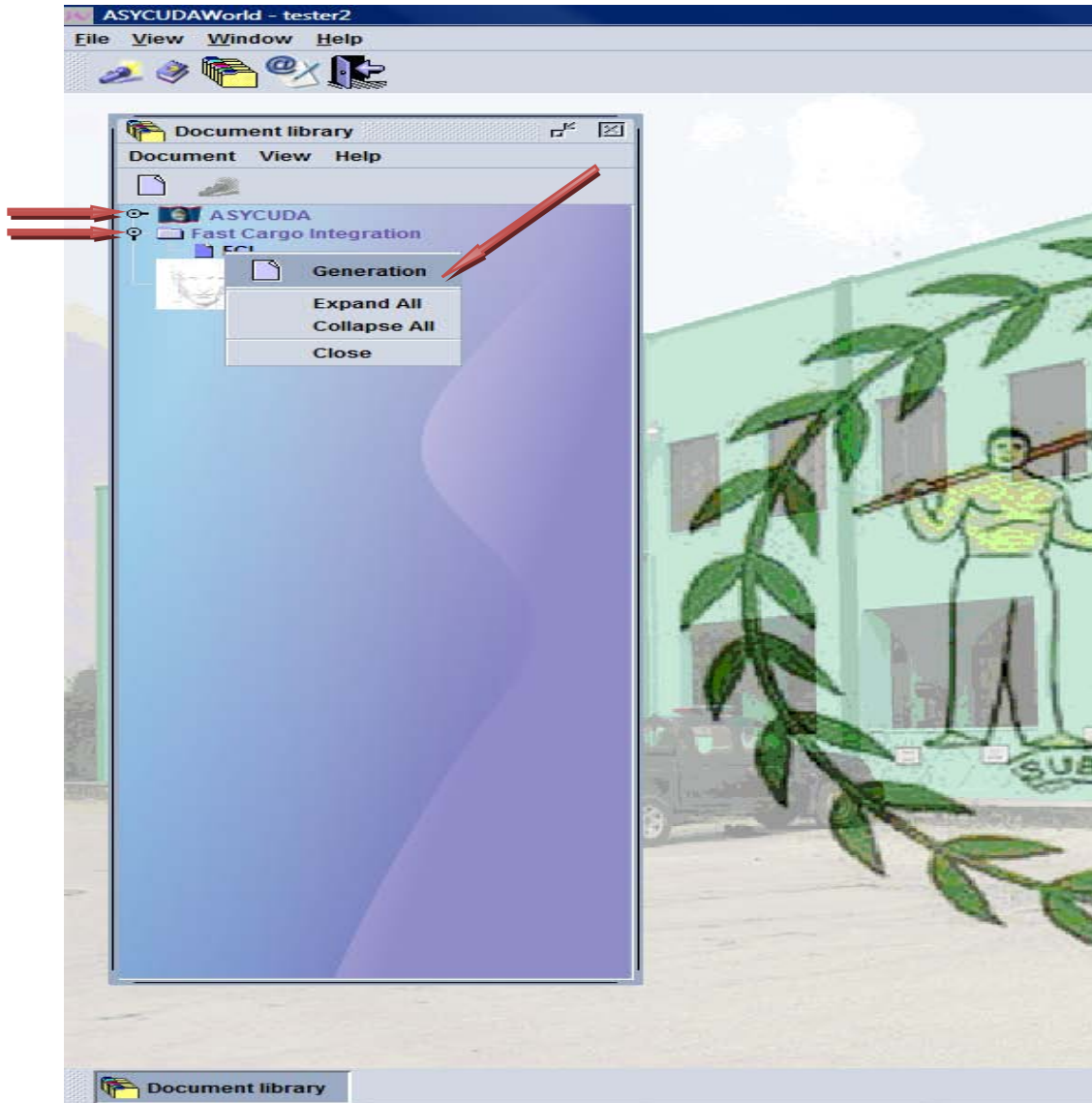


Figure 93: Invoking the FCI



Selecting and Checking the XML File

A new sub-window appears called “FCI Generation” as shown in Figure 94 below. If the user is a Carrier-Agent, he must ensure that the activated tab on the FCI – Generation sub-window is the tab labelled “Cargo Integration”. If the user is a Consolidator, he must ensure that the tab labelled “Cargo Integration Degroupage” is active to successfully upload the XML file. Browse for a Manifest XML file by clicking the flashlight search icon. Clicking this icon will open a new sub-window titled “Open” which serves to navigate to the location on the user’s PC that contains the XML file to upload. The XML file chosen to generate the FCI will contain one Manifest (or General) Segment and as many BOL (Bill of Lading) segments as are necessary. Once the XML file is selected, the user can either double-click the file name, or click it once to have it appear in the “File Name” field in the sub-window and then click the “Open” button.

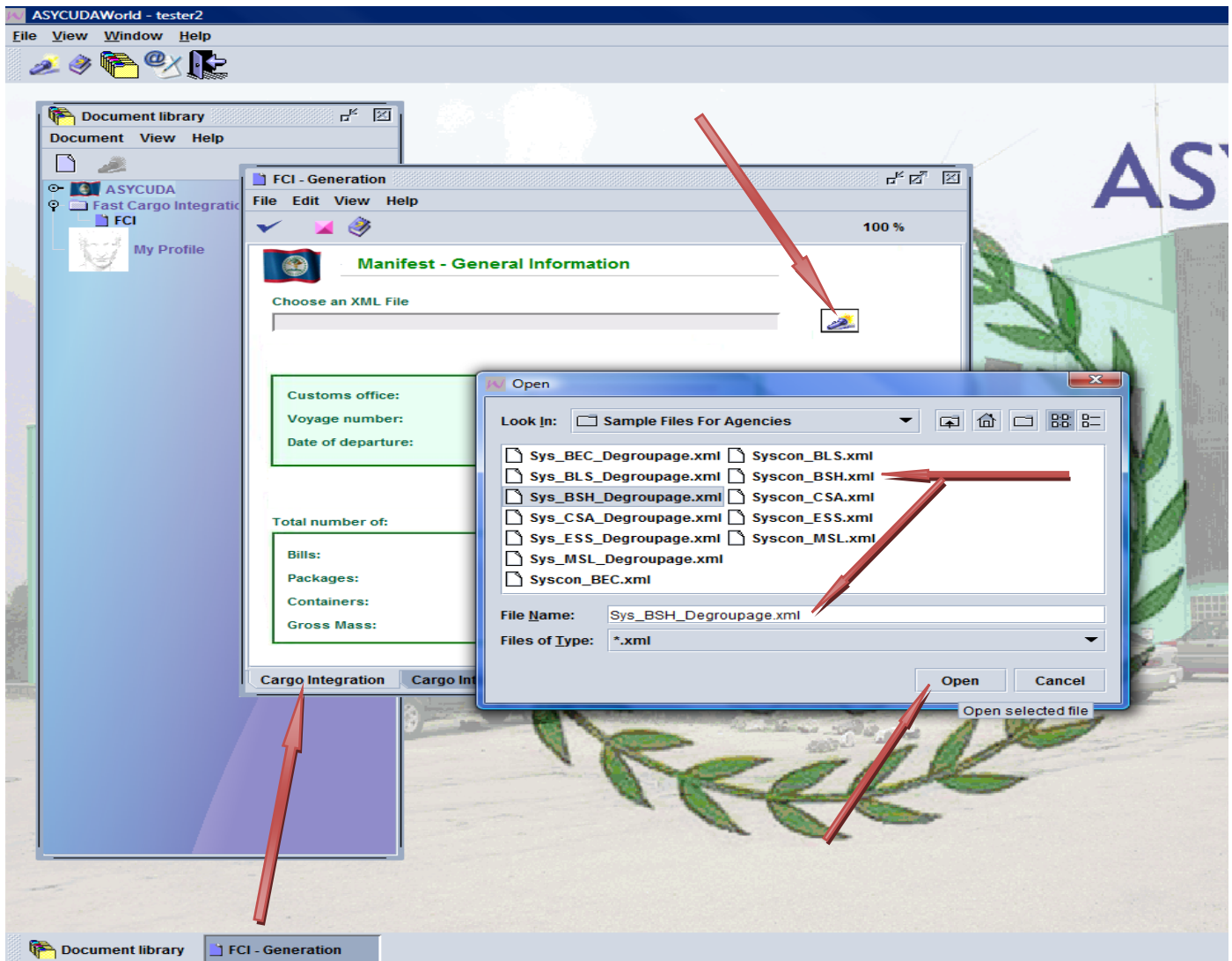


Figure 94: Choosing the XML File



After choosing the file, the system grabs the file name as a reference to the XML file itself. The next step is to perform a check of the file. Even though the user may have thoroughly validated the file using XML editors, etc., this activity was done with resources outside the system and now the system must determine if the XML file is indeed valid before it accepts the file. To perform this check, the user must click on the icon at the top of the FCI – Generation window that resembles a square pink diamond. If the user tries to generate FCI (upload the XML file) without first performing the check the system will force him to go that route. Figures 95 and 96 below demonstrate:

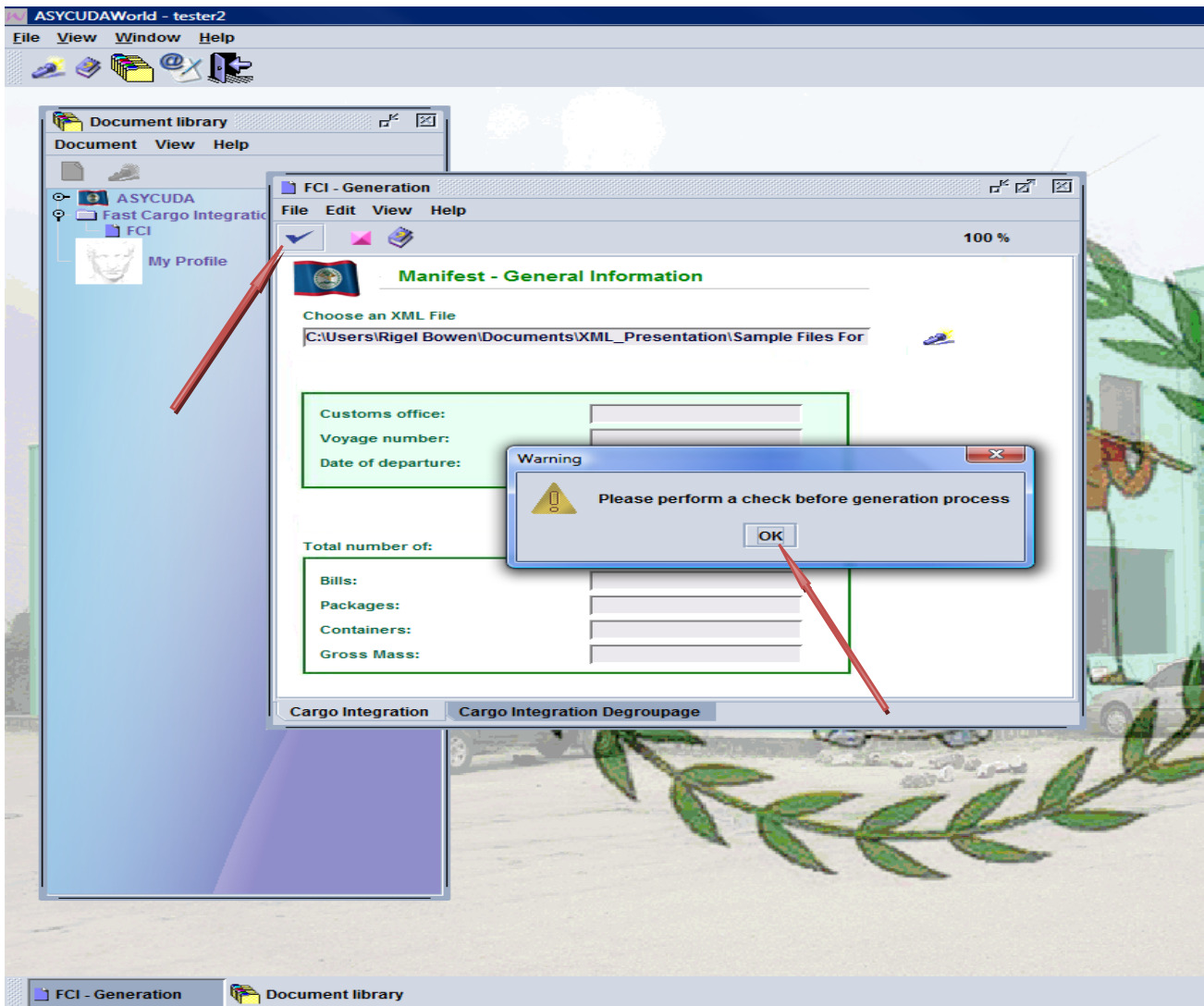


Figure 95: Check File 1st Before Generation

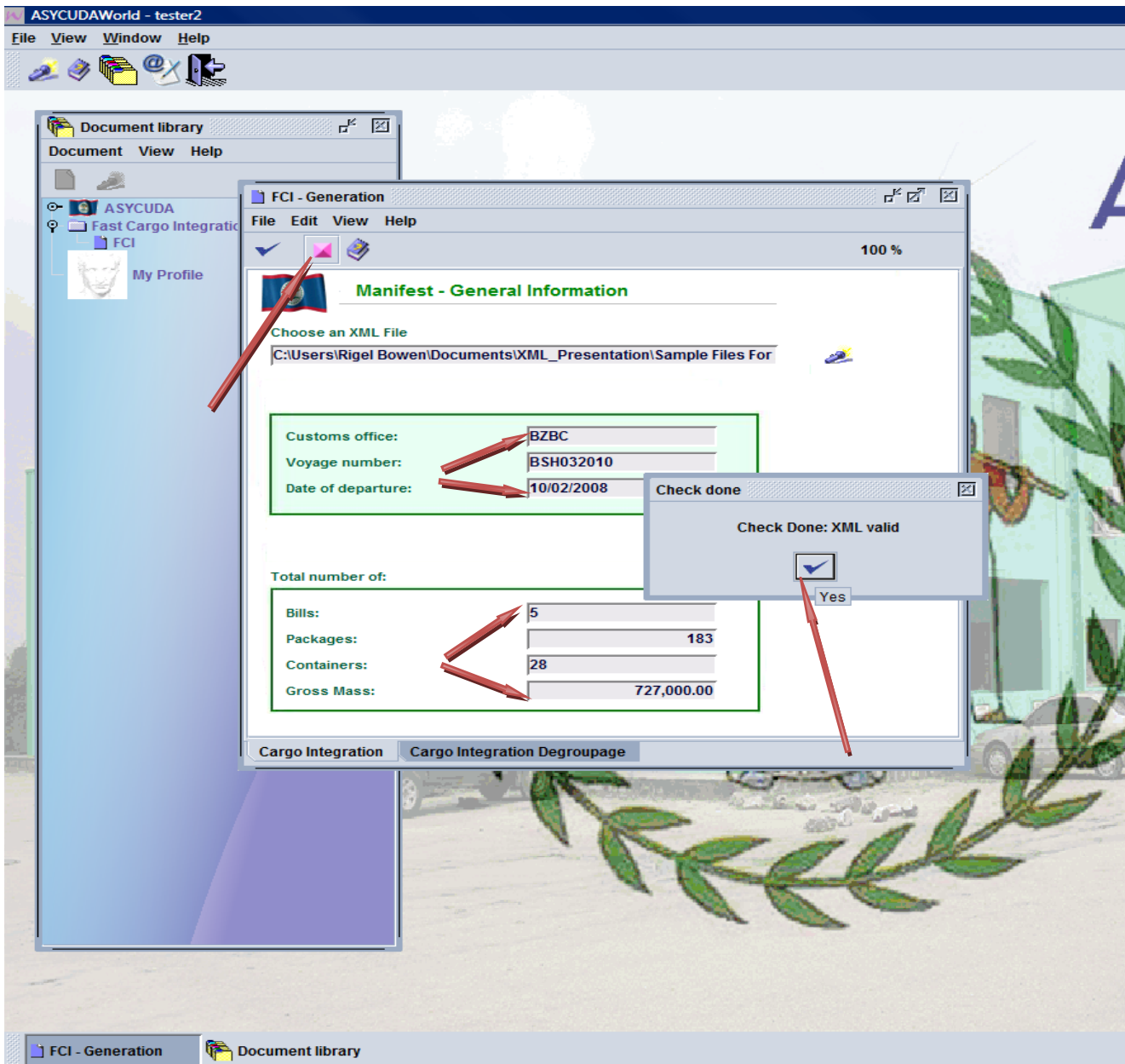


Figure 96: XML File Check is Successful

The user will notice that once the file check has been successful, the system will pre-populate the FCI – Generation window with summary information about the manifest as shown above. At this point the user completes the checking process by clicking on the check mark icon of the message box.



Generating the Manifest with FCI

To complete the generation of the electronic manifest in the system, the user must now click on the Blue Check mark icon in the FCI – Generation window so that the system may upload the manifest information from the XML file and store it to the database. While this action occurs, a progress bar will be displayed to show the user the creation of the generation. Figure 97 below demonstrates:

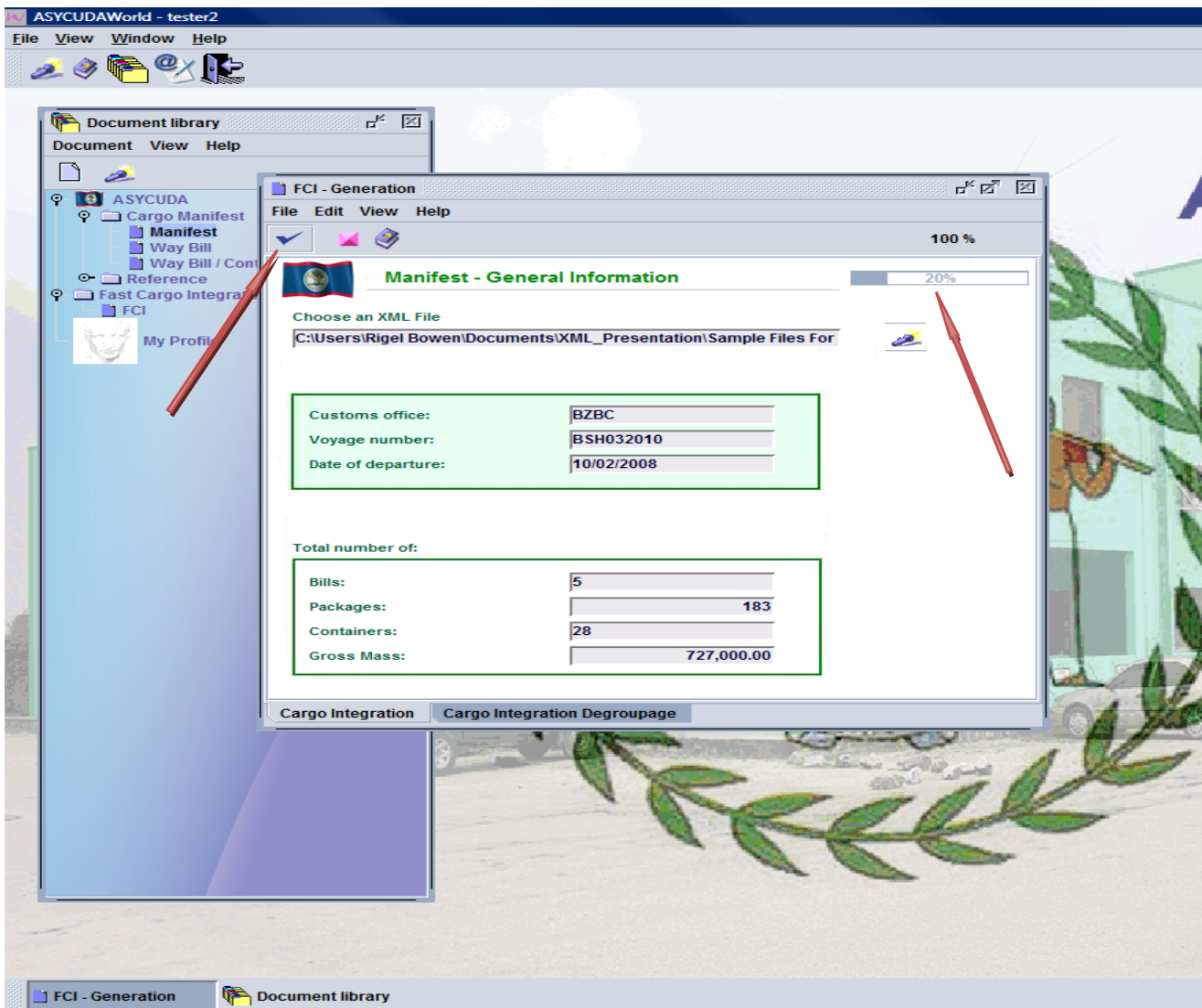


Figure 97: Manifest Generation in Progress



When the progress reaches 100%, the user sees a message window that indicates that generation was successful as shown in Figure 98r u g below:

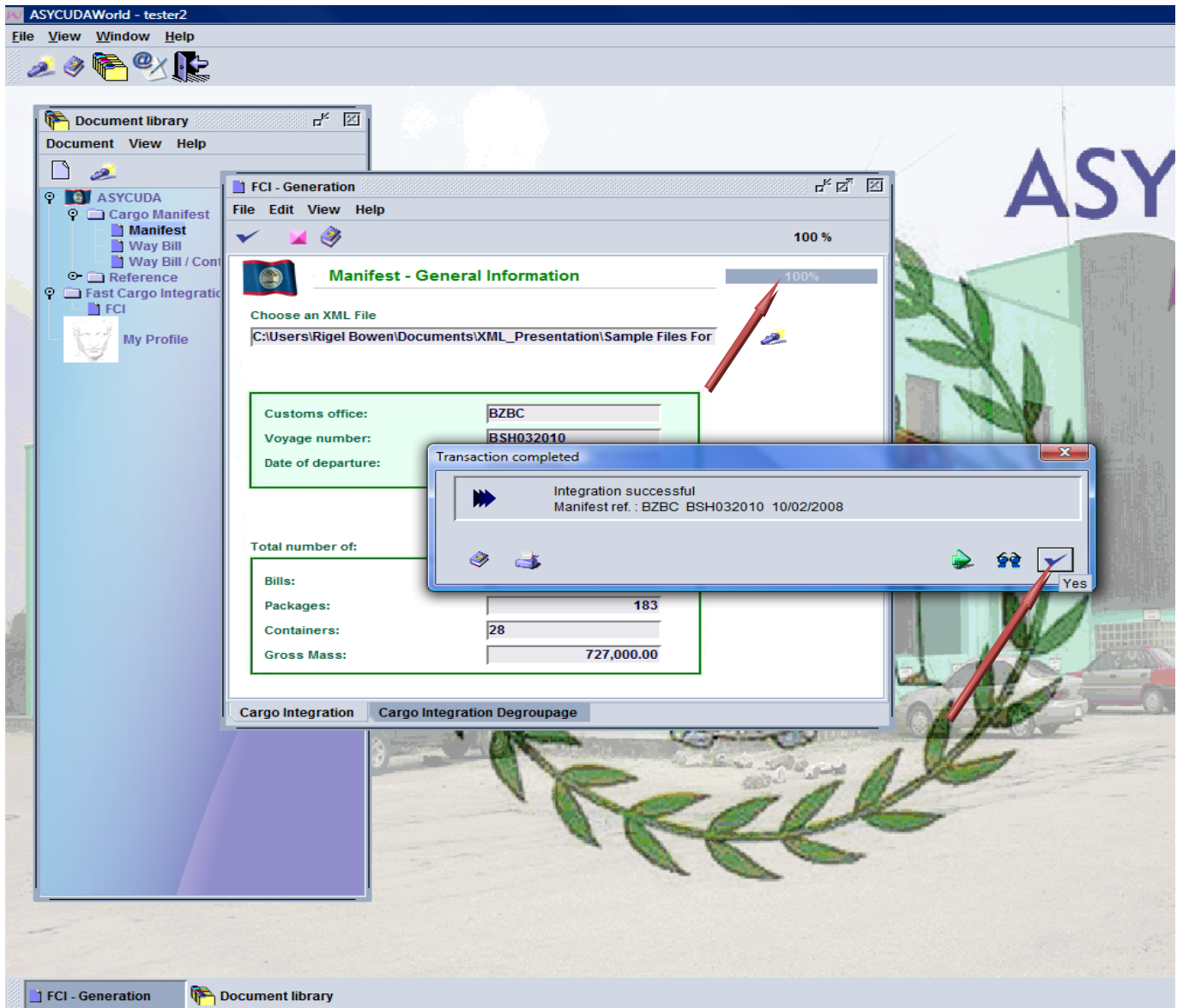


Figure 98: Manifest Generation/Integration Successful

Once the Manifest is properly generated and integrated, all accompanying BOLs will also be generated and integrated along with the Manifest. Once in the system, the manifest's status is "STORED" and the Carrier-Agent user may search for the uploaded manifest, open it in "Modification" mode and make any changes as necessary to prepare for registration. Once the vessel has arrived in Belize and the manifest is to be registered,



the user may achieve this task by completing the registration process described earlier in this document (pages 80 – 86, Figures 79 – 84).

Note that the Fast Cargo Integration is not efficient for manifests that have a very small number of Bills of Lading. FCI is much more suitable for Manifests that have a large number of Bills of Lading.

Uploading Degroupage with FCI

Where the case exists that consolidators have to degroup a master bill of lading with a large number of house bills of lading, the FCI also provides facilitation to generate degroupage. The user must click on the “Cargo Integration Degroupage” tab located at the bottom of the FCI Generation window to activate that form which will display a slightly different field structure from that of the “Cargo Integration” tab. From this point on, the selection, checking, and integration of the degroup xml file is identical to that of the “Cargo Integration”. Figures 99 to 103 demonstrate the sequence of events.

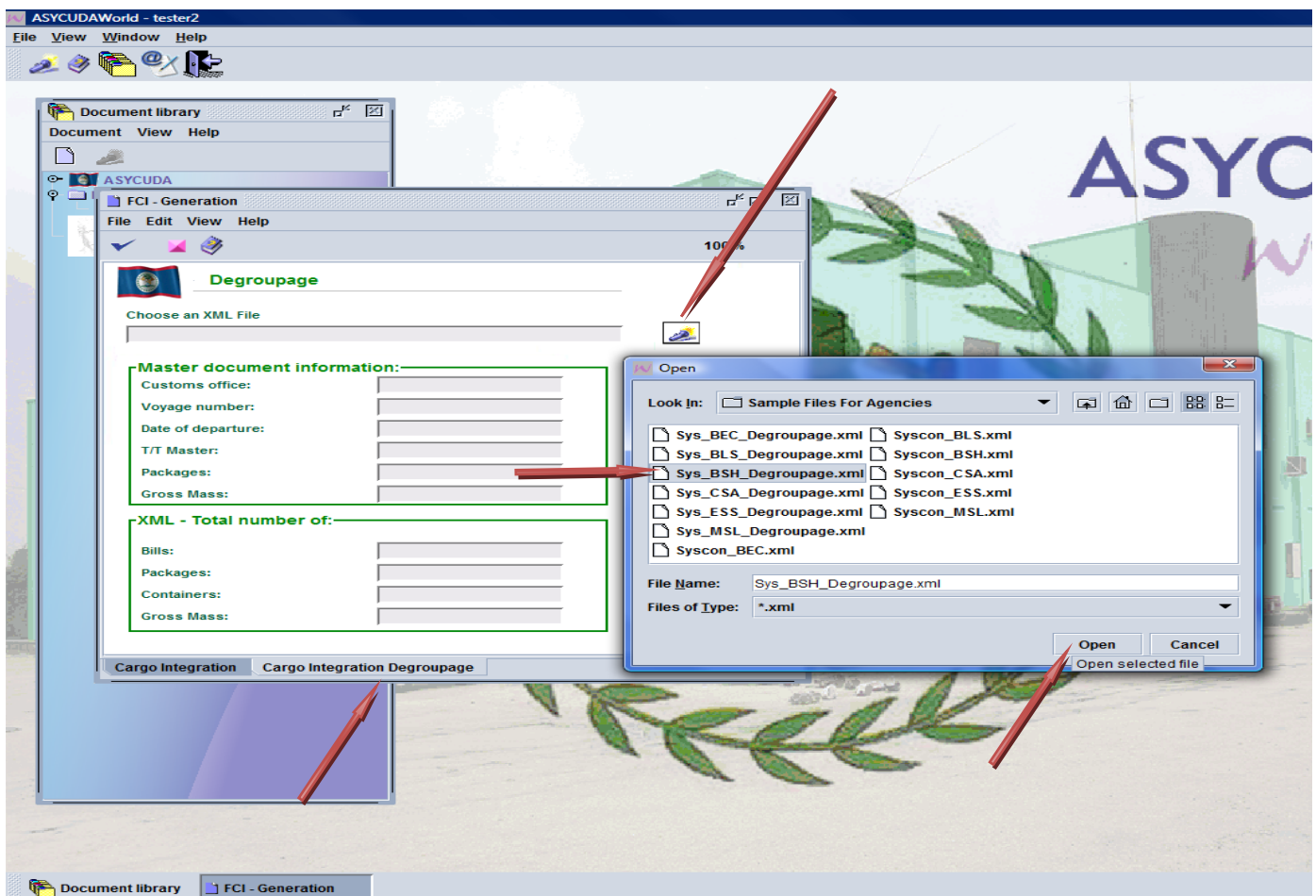


Figure 99: Degroupage (Consolidator) XML File Selected

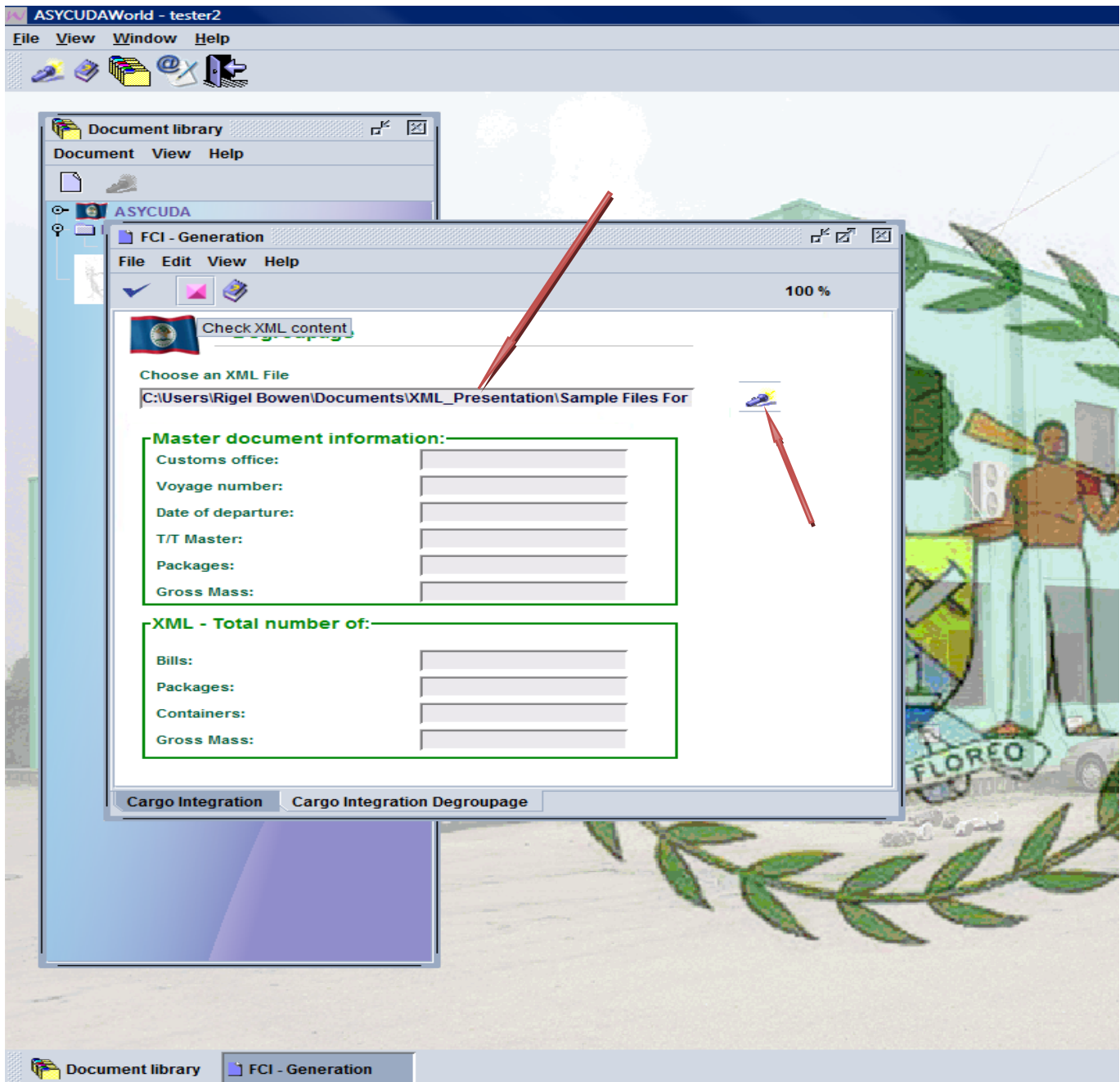


Figure 100: Selected Degroup XML File Ready for Check



ASYCUDAWorld - tester2

File View Window Help

Document library

Document View Help

ASYCUDA

FCI - Generation

File Edit View Help

100 %

Degroupage

Choose an XML File

C:\Users\Rigel Bowen\Documents\XML_Presentation\Sample Files For

Master document information:

Customs office:	BZBC
Voyage number:	BSH032010
Date of departure:	10/02/2008
T/T Master:	BSH05
Packages:	100
Gross Mass:	200,000.00

XML - Total number of:

Bills:	7
Packages:	100
Containers:	10
Gross Mass:	200,000.00

Cargo Integration Cargo Integration Degroupage

Check done

Check Done: XML valid

Yes

Document library FCI - Generation

Figure 101: Degroupage File Verified Correct

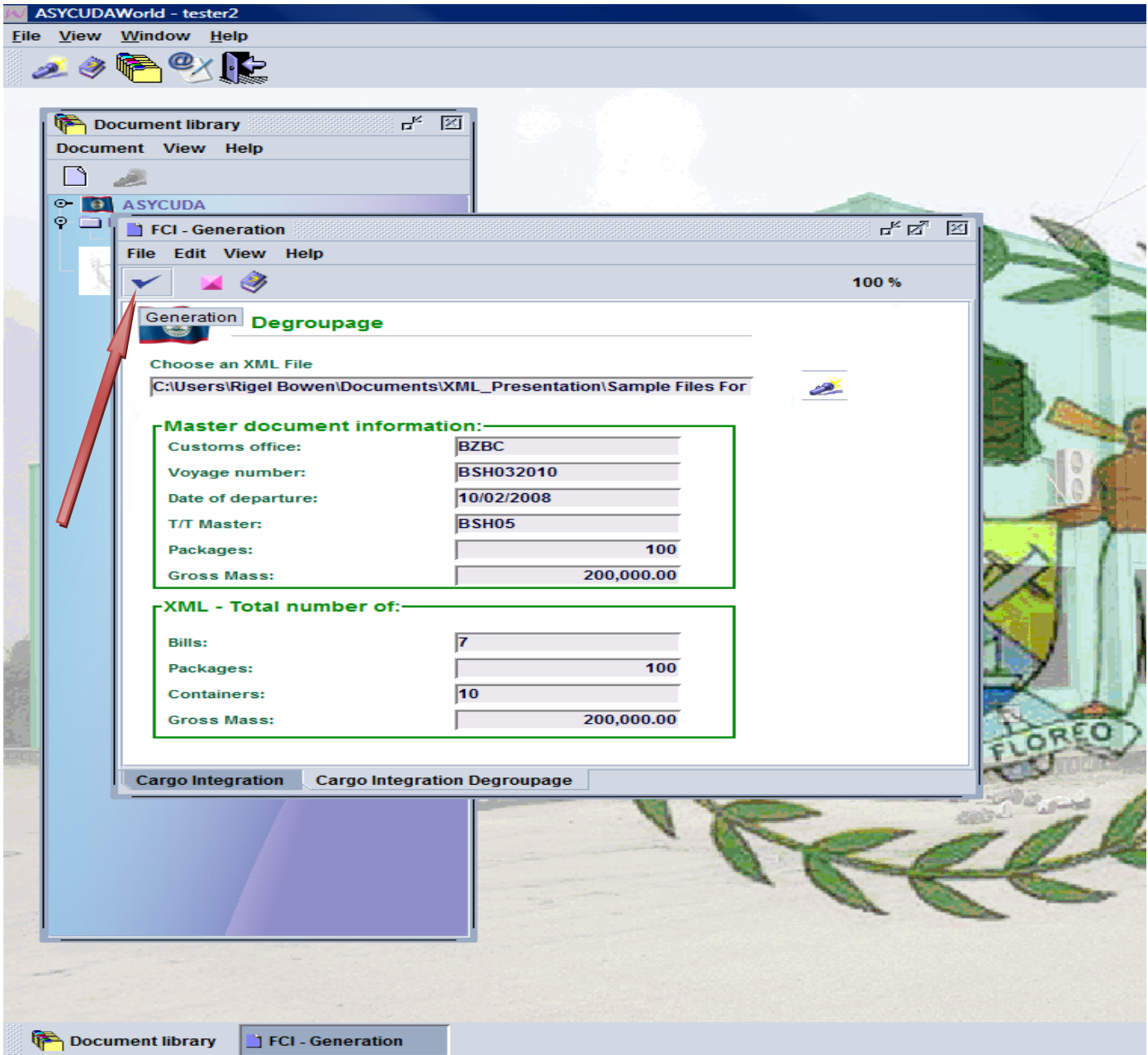


Figure 102: Degroup File Pre-filled and Ready for Generation

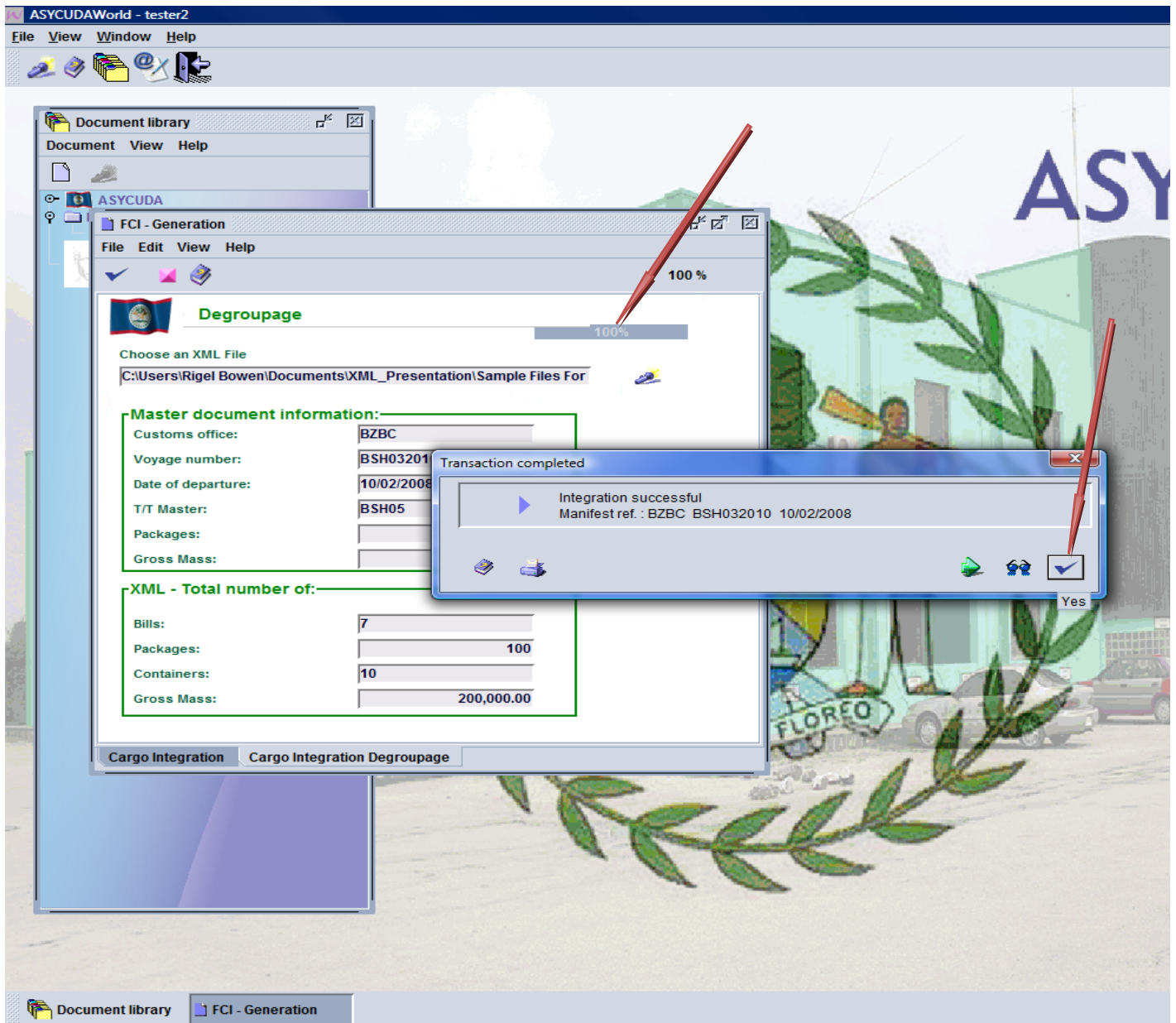


Figure 103: Degroup Integration Progress/Completion Successful



Degrouped bills appear on the **Manifest List of Bills of Lading** as a nested subset of the Master Bill of Lading. As mentioned before, the Surveyor and Carrier-Agents can do a search for a master waybill as was previously described. The resulting view may look like Figure 104 below which shows the Master waybill at line 5 with its degrouped waybills accompanying.

Line nbr	Ref nbr	Nb. Cont	Packages	Gross mass	Remaining Packag...	Remaining Gross ...	Sts
1	BSH01	6	8	200 000	8	200 000	HSE
2	BSH02	5	25	200 000	25	200 000	HSE
3	BSH03	5	40	120 000	40	120 000	HSE
4	BSH04	2	10	7 000	10	7 000	HSE
5	BSH05	10	100	200 000	100	200 000	MST UDG
5	CT011	1	10	50 000	10	50 000	HSE
5	CT012	1	10	5 000	10	5 000	HSE
5	CT013	2	20	60 000	20	60 000	HSE
5	CT014	1	10	10 000	10	10 000	HSE
5	CT015	1	10	20 000	10	20 000	HSE
5	CT016	1	10	10 000	10	10 000	HSE
5	CT017	3	30	45 000	30	45 000	HSE

Figure 104: Waybill with Degroup Waybills (Surveyor's/Carrier-Agent's View)

To validate the degroupage, the user performs the search of the waybills and then consequent validation as was described earlier on pages 93 – 94 with Figures 89 – 90. Instead of seeing just one row as demonstrated in Figure 90, the Consolidator will see all the rows for all the waybills that were uploaded from the XML files through the FCI tool.



Once the manifest has been registered and all consequent consolidator degroupage (known as “Ryder Manifests”) have been entered and validated, the manifest cargo information may be accessed by the Broker Community for the purpose of submitting Customs Declarations.

MANIFEST AMENDMENTS

After registration of manifests and validation of degroupage is achieved, the document is no longer available to the Carrier-Agent or the Consolidator for modification. All documents are only available for viewing. Figure 105 below demonstrates:

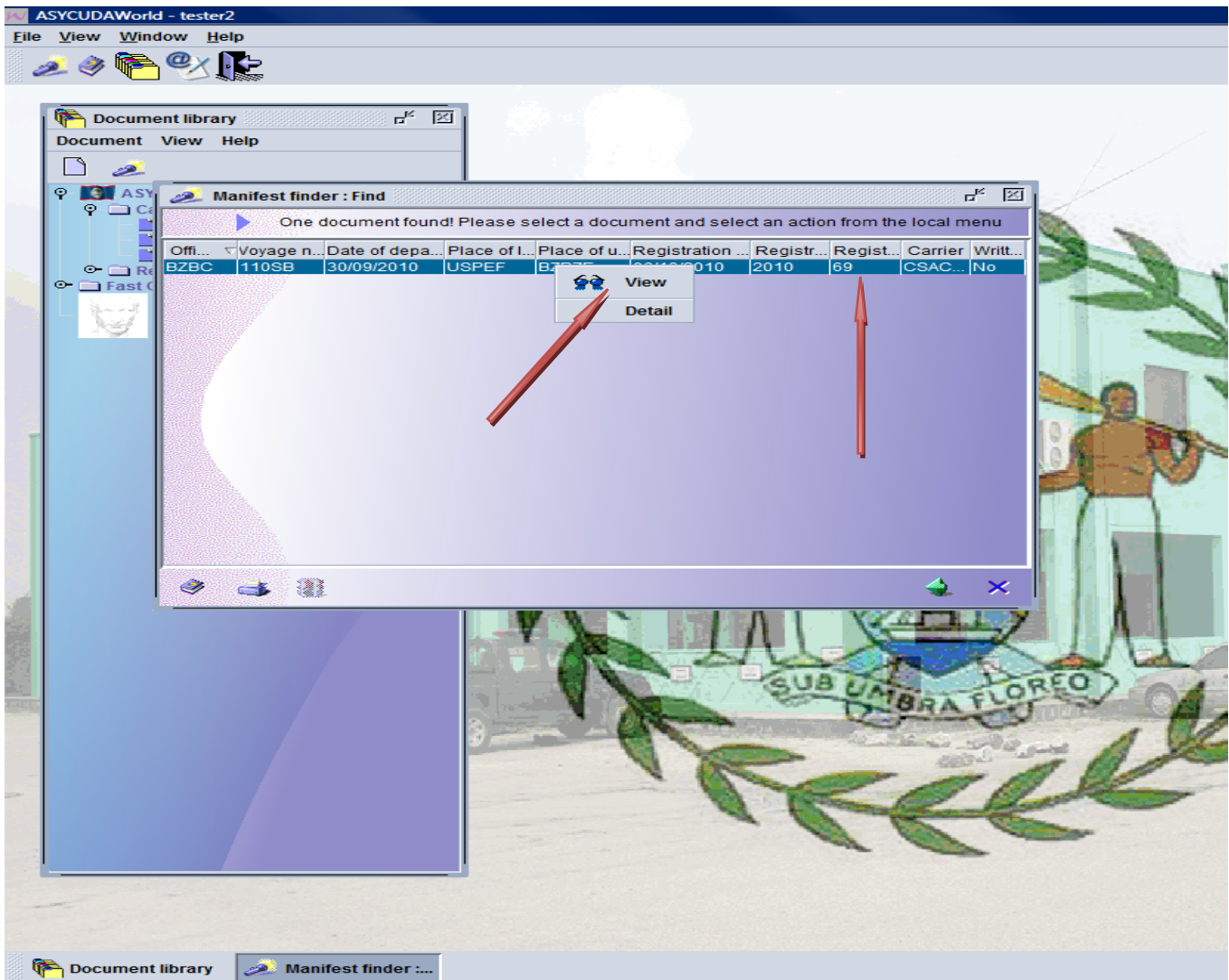


Figure 105: For Viewing Only



Any changes/corrections that need to be made post-registration/validation must be done via a Manifest Amendment. Currently, manifest amendments are submitted to the Shipping Section of Customs Headquarters in Belize City where the Surveyor approves them and the Manifest Officer processes them. The same is done in other ports outside Belize City (e.g. Big Creek, Phillip Goldson Int'l Airport) where the Officer-in-Charge approves the amendments and the Manifest Officer processes them.

This process will continue with the exception that *all* Manifest Amendments will be *centralized* to Customs Headquarters in Belize City. The documentation required for the Manifest Amendment remains the same, but it now has to be submitted to the Surveyor in Belize City and all changes to the waybill for which the amendment request was submitted will be done by him in the system using a profile that gives the Surveyor the access needed to make changes to registered manifest documents.

HANDLING ASYCUDAWORLD ERRORS

The remainder of this document attempts to assist users in handling errors encountered while performing tasks regarding Manifest in ASYCUDAWorld. In most cases, the solutions offered are basically quick-fixes until more permanent solutions are discovered.

General Sales Tax TIN Numbers

It has been stressed earlier in this document that the use of GST TIN numbers for Importers, while not designated as mandatory on the waybill form, was important for entering cargo data. In many instances, the Carrier-Agent or Consolidator will perform a search for the Importer in question and not find any TIN number for that Importer. If this is the case, then the user has no choice but to leave the "Consignee Code" field blank and continue with the rest of the waybill's information.

If the user knows that the Importer indeed has a TIN number which cannot be found in the system, the user should contact the Importer and inform them to contact the Customs Reform & Modernization team so that their TIN number may be included in the system's database.

Container Creation

Users may find themselves entering container information in the Container Tab of the waybill, add the container using the "Add a Container" icon (Folder Sheet icon), and trying to save (Store) the waybill to the manifest only to be stopped with an error message that reads: **"Impossible to create container"** even though the container's data is correct. In this case, the user will have to close the waybill, log out of ASYCUDAWorld, log back in, recreate the waybill with the container information and try to store it again. If the error is displayed again, repeat the steps and try again.



It is quite difficult to pinpoint the source of this problem because it seems completely random. The data entered is legitimate and should not raise any alarms in the system, so the randomness of this error makes it a needle in a haystack.

LCL Container Overwriting Process

When using FCI to upload a manifest where there are consolidated containers that are referenced in more than one bill of lading segment, there is an over-writing process occurring as quantity values for these waybills reflecting the same container number are being replaced.

At present, the system shows that the manifest with consolidations reflects the true picture of the manifest (waybills with proper container information whether consolidated or not) in its “Stored” state in the system. However, if the agent amends or registers the stored manifest, the system somehow overwrites the quantity values of the Container segment for the consolidated cargo and all waybills with the same Container number will reflect the same quantity (usually that of the last instance). This addresses the old FCI issue only half-way because the over-write does not occur until after the amendment or registration in the new version of ASYCUDAWorld as opposed to the over-write occurring during the stored stage in the first version.

The over-write process also occurs when manually entering manifest data, except that the over-write occurs when the user stores the waybill to attach it to the manifest or master waybill.

For those users using FCI to upload a manifest, it is required to have at least a working knowledge of XML, as this is the language used by the system for dealing with data transfers and storage. XML is used to create the rules that set the data format that the system will accept and it will be the user’s responsibility to make sure that the manifest file they want to upload is in the correct format. Besides the format, the user has to review the file to ensure that the manifest data is correct as well (e.g. Codes, descriptions, quantities, mandatory fields filled out, etc.).

If the user is uploading their manifest using FCI, the quick-fix to this issue is to comment out all the <Ctn_segment>’s of those LCL Containers in the original xml file source code **except for the first instance (or leaving one instance)** of the container number and changing the <Number_of_ctn_for_this_bol> quantity to “0”. For example, the snippet of XML code below shows what the <Ctn_segment> looks like and how the “commenting out” of the segment is done using an XML editor. This example uses the editor AltovaXMLSpy.

```
<Consignee>  
  <Consignee_code/>  
  <Consignee_name>EVAN HALL</Consignee_name>  
  <Consignee_address> BELIZE CITY, BZ </Consignee_address>  
</Consignee>
```



```
</Traders_segment>
<!--<ctn_segment>
    <Ctn_reference>TCKU9930040</Ctn_reference>
    <Number_of_packages>1</Number_of_packages>
    <Type_of_container>40GP</Type_of_container>
    <Empty_Full>LCL</Empty_Full>
    <Marks1>765919</Marks1>
    <Marks2>765920</Marks2>
    <Sealing_Party/>
</ctn_segment-->
<Goods_segment>
    <Number_of_packages>1</Number_of_packages>
    <Package_type_code>CT</Package_type_code>
    <Gross_mass>136.08</Gross_mass>
    <Shipping_marks>DR # 1 10:24</Shipping_marks>
    <Goods_description>STC : FREEZER</Goods_description>
    <Volume_in_cubic_meters>1.22</Volume_in_cubic_meters>
    <Num_of_ctn_for_this_bol>0</Num_of_ctn_for_this_bol>
</Goods_segment>
```

AltovaXMLSpy color-codes XML documents so that the user can differentiate code from data. XML Elements are in red, data is in black, and XML tag enclosures are in blue.

Notice the section that begins with `<ctn_segment>` and the user will see that there is a “`<!--`” in front of it and a “`-->`” at the end. These are the “Comment” tags that XML uses to “comment out” anything that it wants the system to ignore. Everything in between these tags is greyed-out and will be ignored by the system. Think of it as a button in a program that has become inactive and cannot be used.

If the user is entering the manifest data manually, enter the Container information of the LCL Container **only once** and then leaving the Container tab blank for every other waybill with cargo inside the LCL Container. This way the quantities for all the cargo on any given manifest will be accounted for while the Container details and quantities will be reconciled.

ASYCUDAWorld Signature Error Message

When launching ASYCUDAWorld for the first time, there is a sub-window that displays a message saying that there is a signature error in the application, and users are not sure if they should proceed or not. Most users equate this message with either a virus or a registry problem. This message is displayed because Windows does not recognize the digital signature of the ASYCUDAWorld application (even though the signature is valid).



To keep this message from displaying every time the user launches the program, there is a check box next to a message saying: “Always trust content from this source” or something to that effect. The user should click this check box next to this message and then click “OK”. This will ensure that each time the program is launched, the launch will execute without this signature message being displayed.



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