CUSTOMS AND EXCISE DEPARTMENT

Reform & Modernization Project

User Guide

Courier/Consolidator Customs Simplified Declaration

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Introduction

This ASYCUDAWorld Courier/Consolidator Customs Simplified Declaration User guide is developed to assist the system's user in the utilization of its features in the creation of Simplified Declarations for clearing courier packages which does not otherwise require a regular Customs Declaration, as well as the writing-off of the waybills attached to those courier packages. The scope of this document covers the Customs Simplified Declaration procedure for courier/consolidator packages to be exercised at all ports of entry (land, sea, air).

Capturing a Customs Simplified Declaration

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

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:

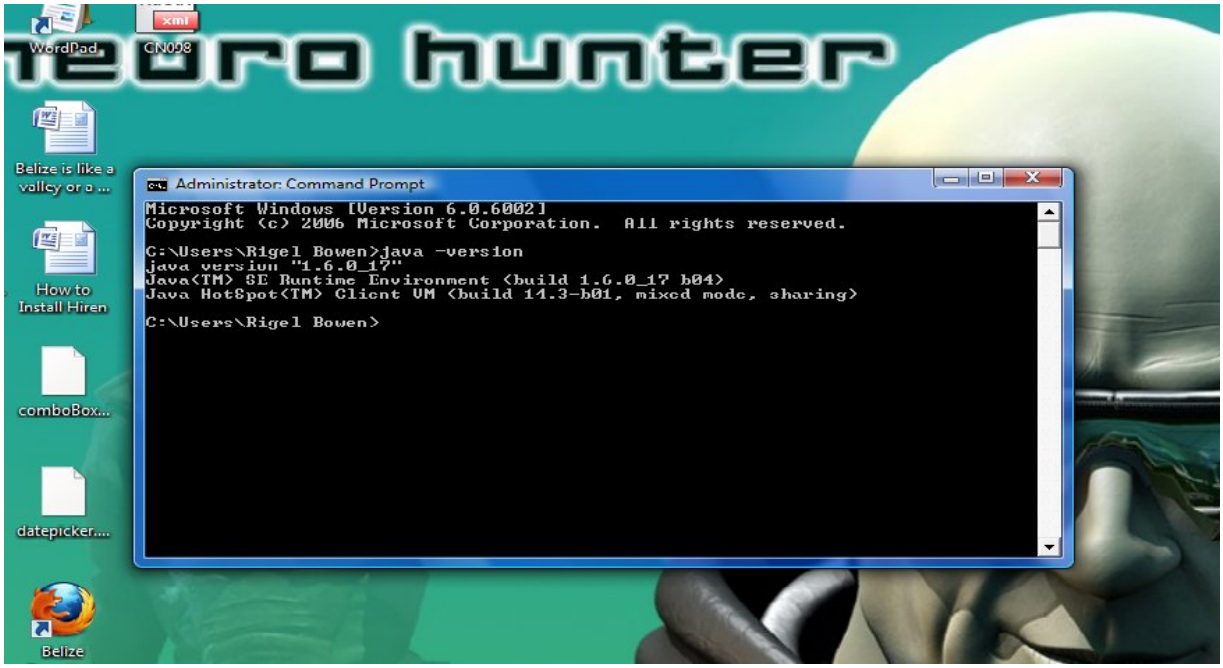

Figure 2: Check JRE Version

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 flies 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 user's PC. The user should see a sub-window pop up as in the figure below:

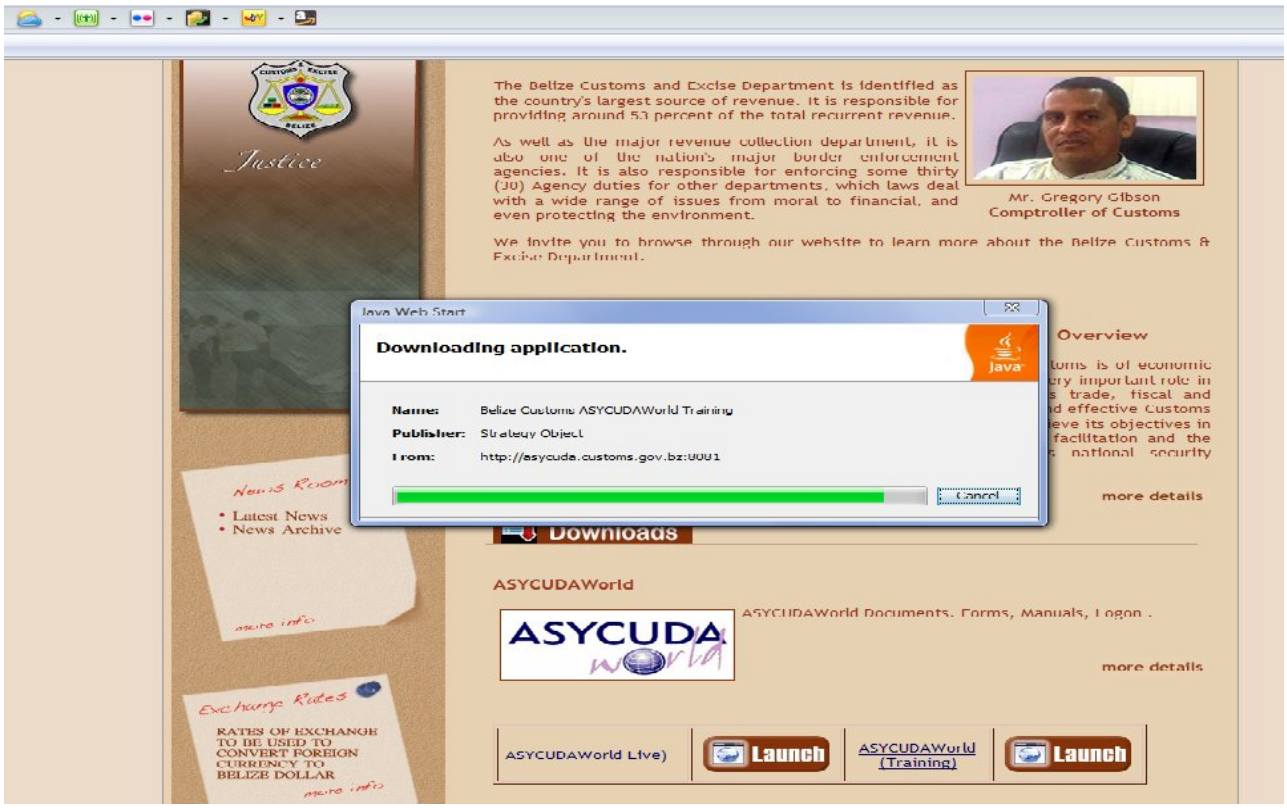

Figure 3: Downloading Client-side Files

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 the process described in the paragraph above usually happens in the background.

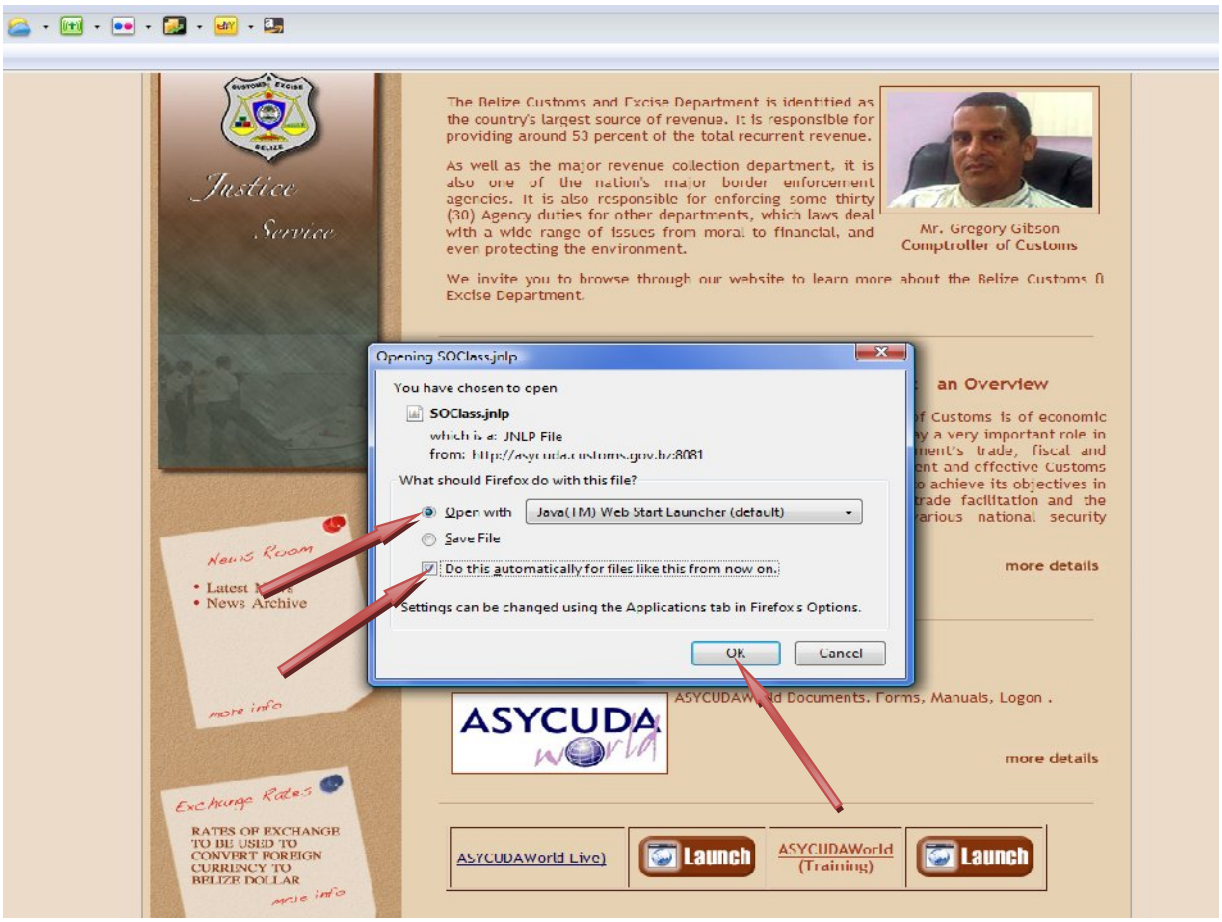

Figure 4: Opening the Downloaded File

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:

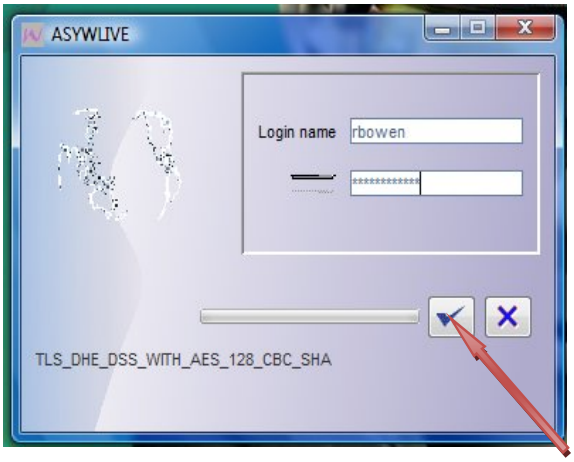

Figure 5: ASYCUDAWorld Login Prompt

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.

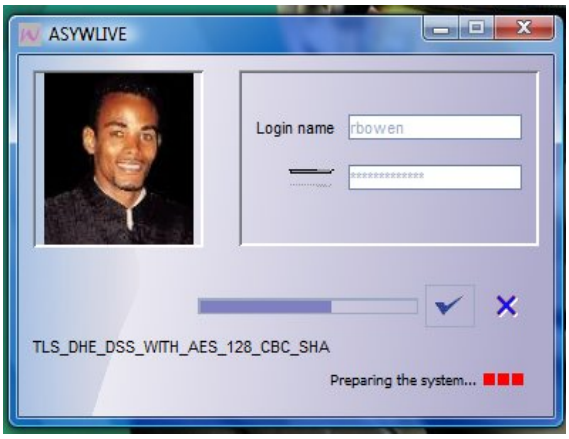

Figure 6: Logging In

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.

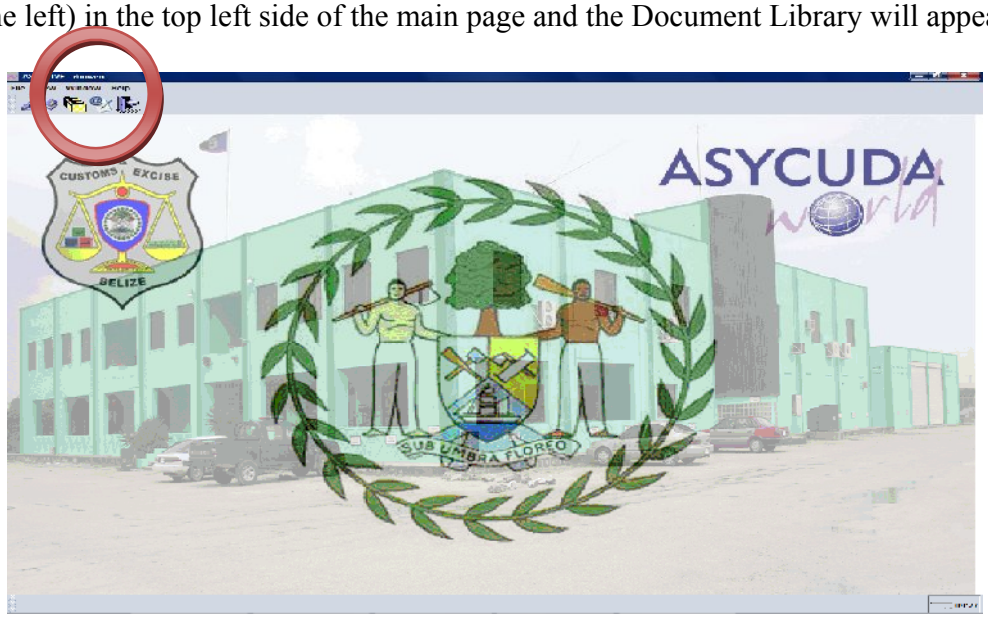

Figure 7 (A): ASYCUDAWorld Main Page

packages, using all of these forms ***will not be necessary***, as the user will only be concerned with the first four tabs as the case may be**.**

SAD (Main Form)

The entire SAD main form consists basically of two main segments; the general segment and the item segment. The general segment, which includes the SAD, Value Note, Assessment Notice, and Info Page tabs, covers general information about the whole consignment such as exporter, consignee, declaration type, CIF values, assessed duties, attached documents scans, etc…, while the item segment contains all necessary information needed to clear the consignment such as commodity code, value, country of origin, quantities, description, etc.

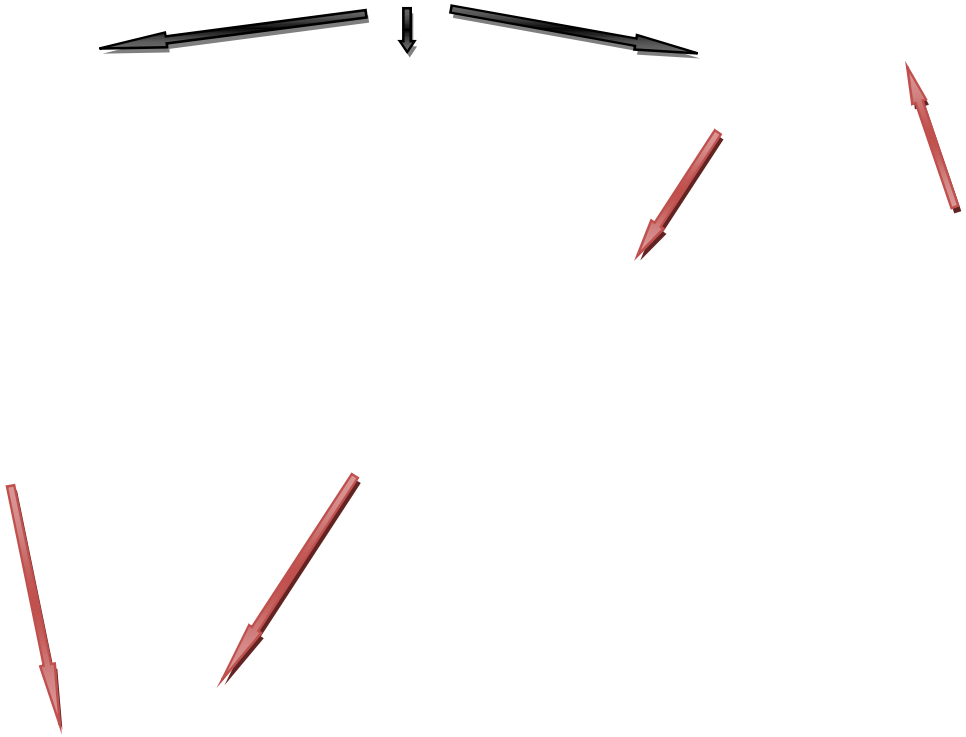

Figure 10: SAD Form General Segment

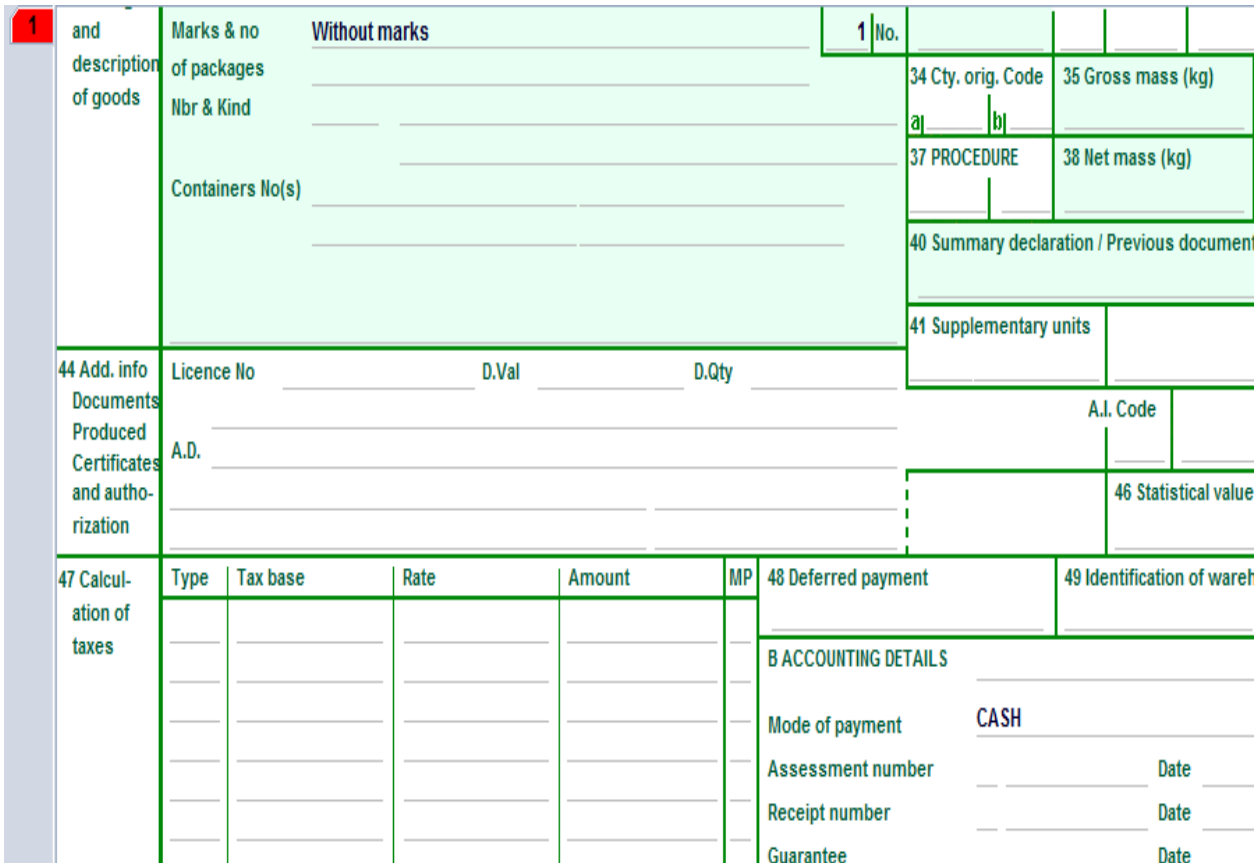

Figure 11: SAD Form Item Segment

The first thing the user should notice is that Box 14 labelled "Declarant" is prefilled by default. Whenever a new user account is created which will function as a Declarant, the account is tied to a Declarant Code which becomes the owner of all documents subsequently created by the user. Box 14 is not editable, which means that the data appearing there cannot be changed. This is part of a security feature which guarantees that no other user who does not share the same Declarant Code can have access to documents created under the specific Declarant Code. Conversely, the user will have no access to documents created by users having a different Declarant Code.

Furthermore, the user's account is governed by the Customs Office through which he/she is authorized to create transactions with Customs via ASYCUDAWorld. Henceforth, the choice entered in the first field "Office of Destination" will be limited to the office (s) through which the user is authorized to work.

For more efficient navigation and working with the SAD form, it is recommended to maximize it by either double-clicking the grey area along the top of the form (Black arrows) or clicking on the centrally- positioned icon located in the group of icons at the top-right side of the SAD as shown in Figure 10 above.

To begin, the user must select the proper Declaration Regime in Box 1 as shown in Figure 12 below. The regime determines the kind of declaration that the user wants to create. The proper regime in this case is "**IMC 4**" which is a Simplified Declaration for Consolidators.

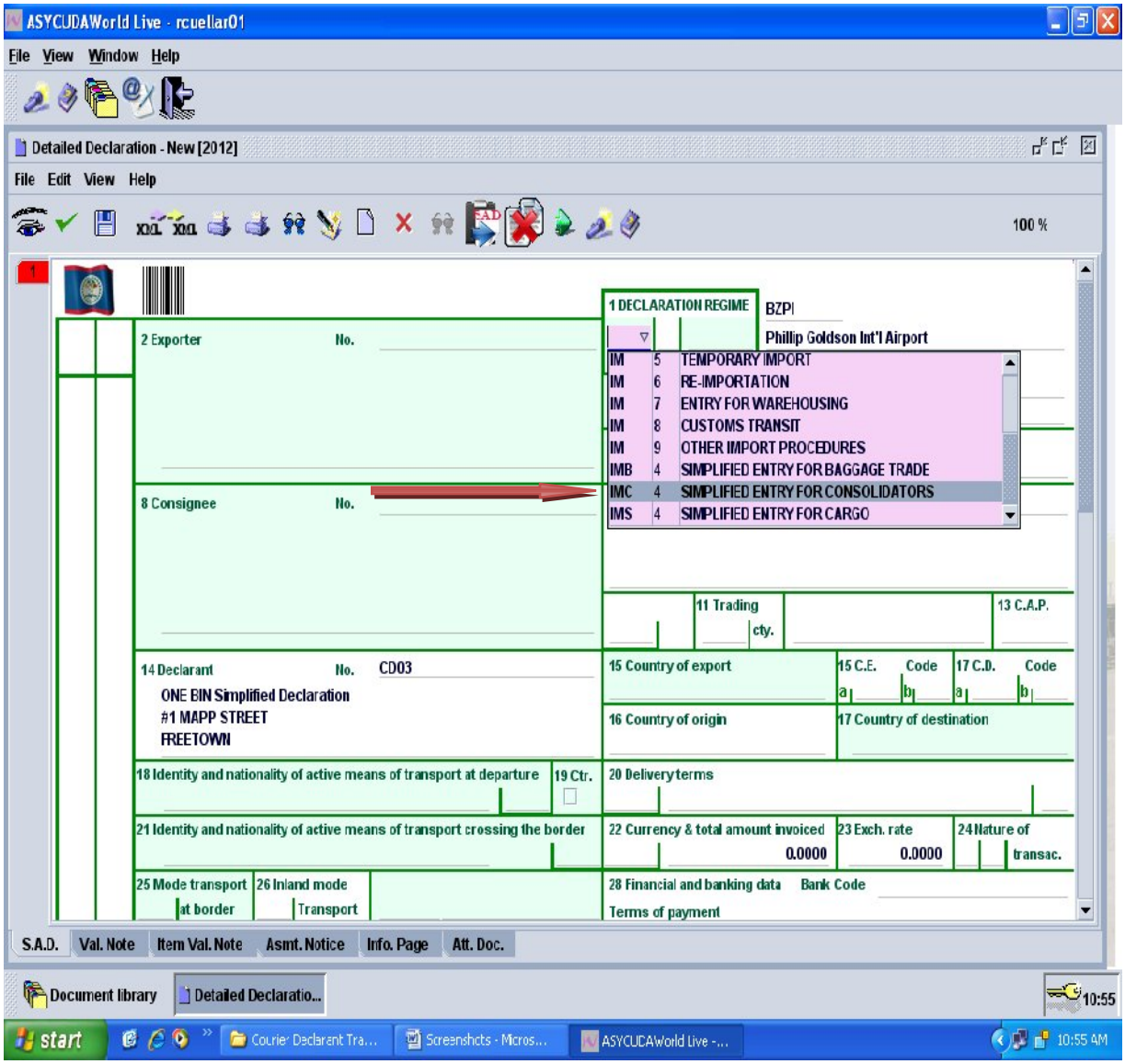

Figure 12: IMC 4 Selection

The system will recognize the selection and will configure the declaration for a Consolidator's Simplified Declaration. The user will notice the system flicker for a few seconds and then the SAD form will be pre-filled with information that is common to these types of declarations. The pre-filled information will include the Total Number of Forms (Box 3), Number of Items which defaults to "1" (Box 5) unless there are more, Declarant's Reference Number prefix which

defaults to “2012” (Box 7), and Country of Destination which defaults to “BZ” and “Belize” (Box 17 a & b) since the declaration is actually an import.

The next step is to enter the Rotation Number for the Flight or voyage of the vessel that was assigned by the System. This information is obtained from the Carrier-Agent who would have registered the manifest in the system with the Master waybill. The rotation number is entered in the “Manifest Rotation No.” field as shown in Figure 13 below. Ensure that the number is entered in the format 2012 118, where the first four digits make up the year, a space thereafter, and the last set of digits being the sequential number that the system gives whenever a manifest or declaration is registered. All these make up the entire rotation number.

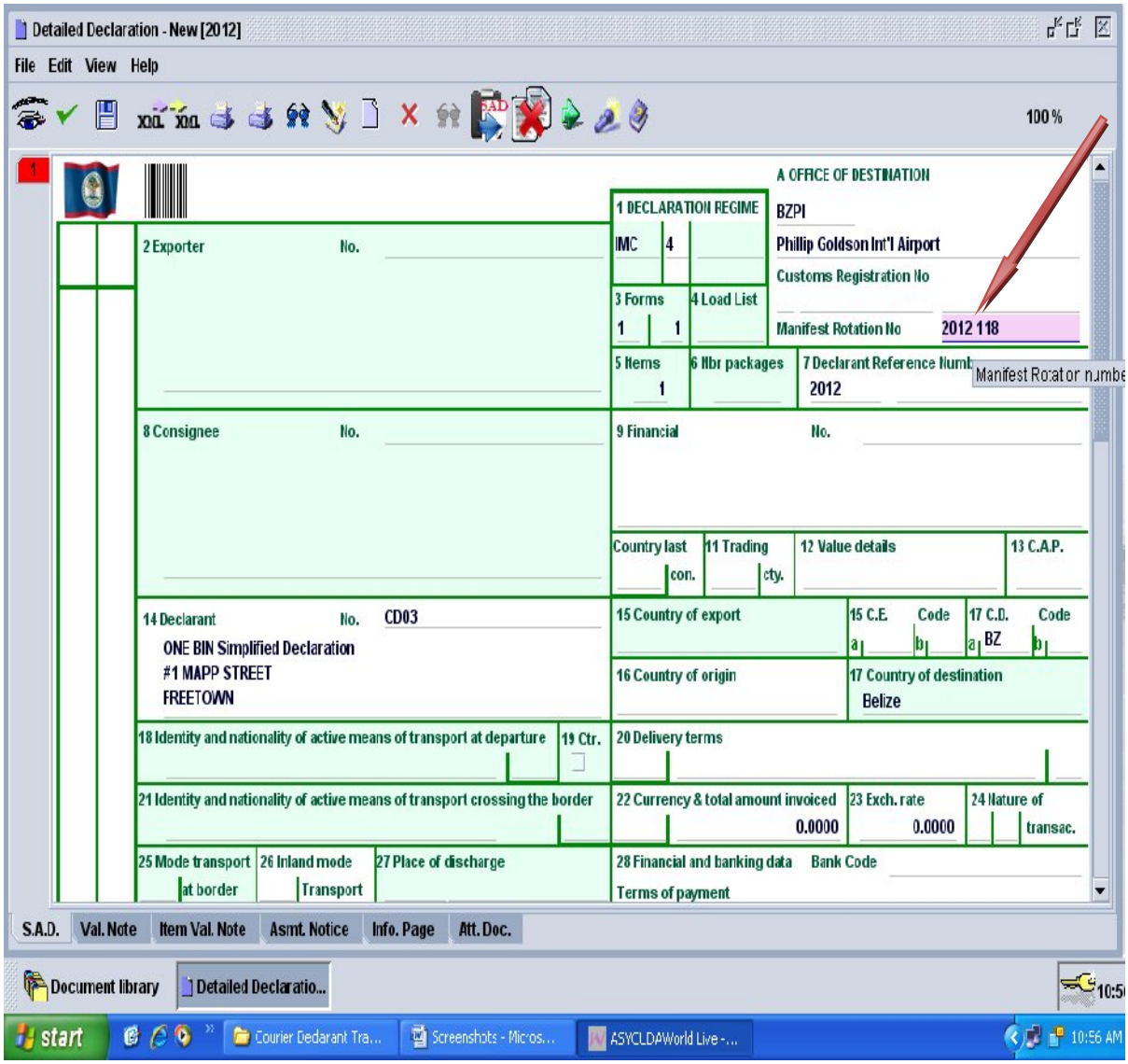

Figure 14: Manifest Rotation Number

The next step is to proceed directly to Box 40 and enter the ***House*** Bill of Lading or ***House*** Air Waybill as shown if Figure 14. Tab away from the field to ensure that the data is committed.

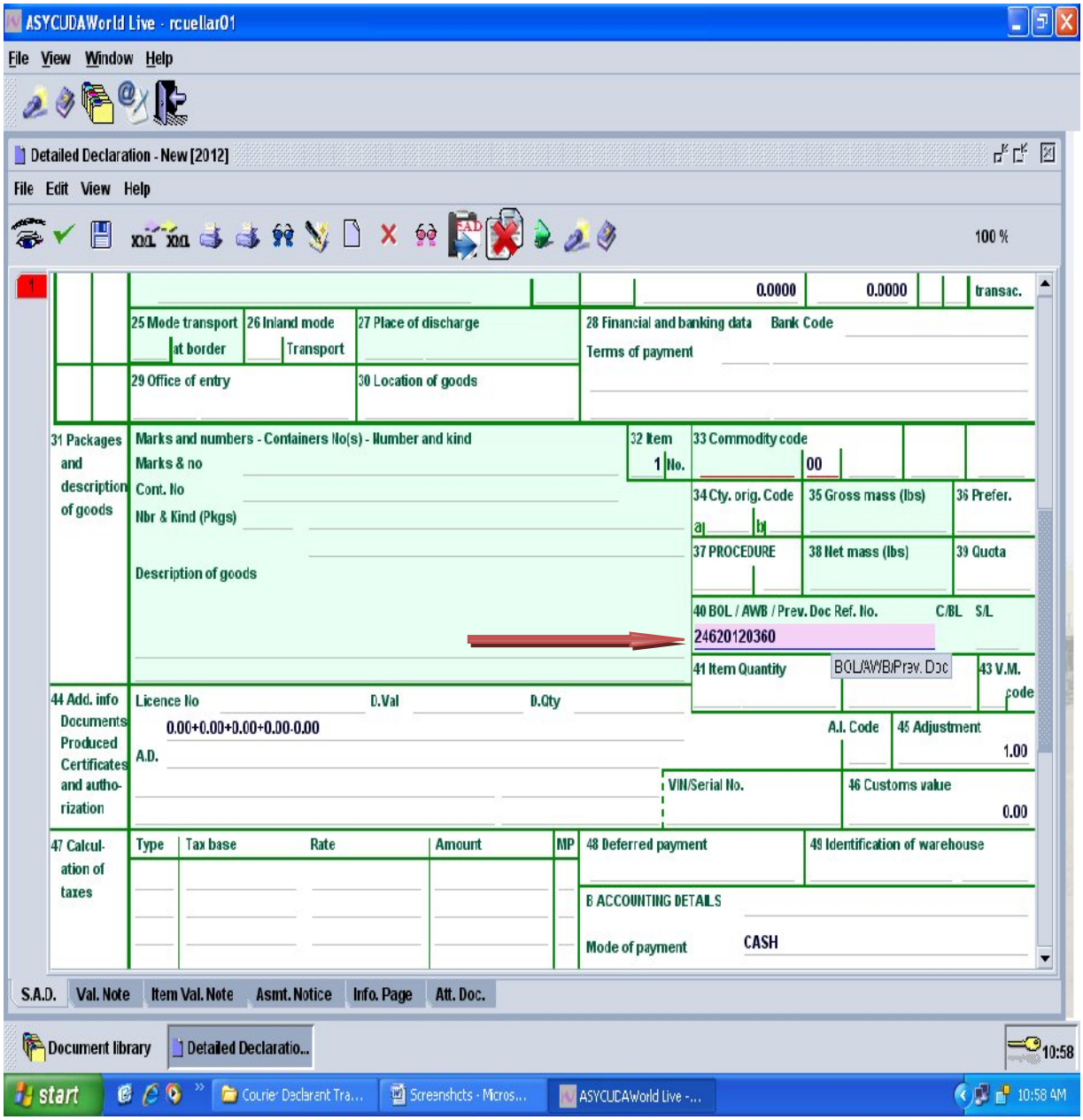

Figure 15: Waybill Number

After entering the Manifest Rotation and Waybill numbers in their respective fields, the user must next click on the "Generate Simplified SAD" icon which is situated 5th from the left on the bank of icons that appear on the top of the form as shown in Figure 16 below.

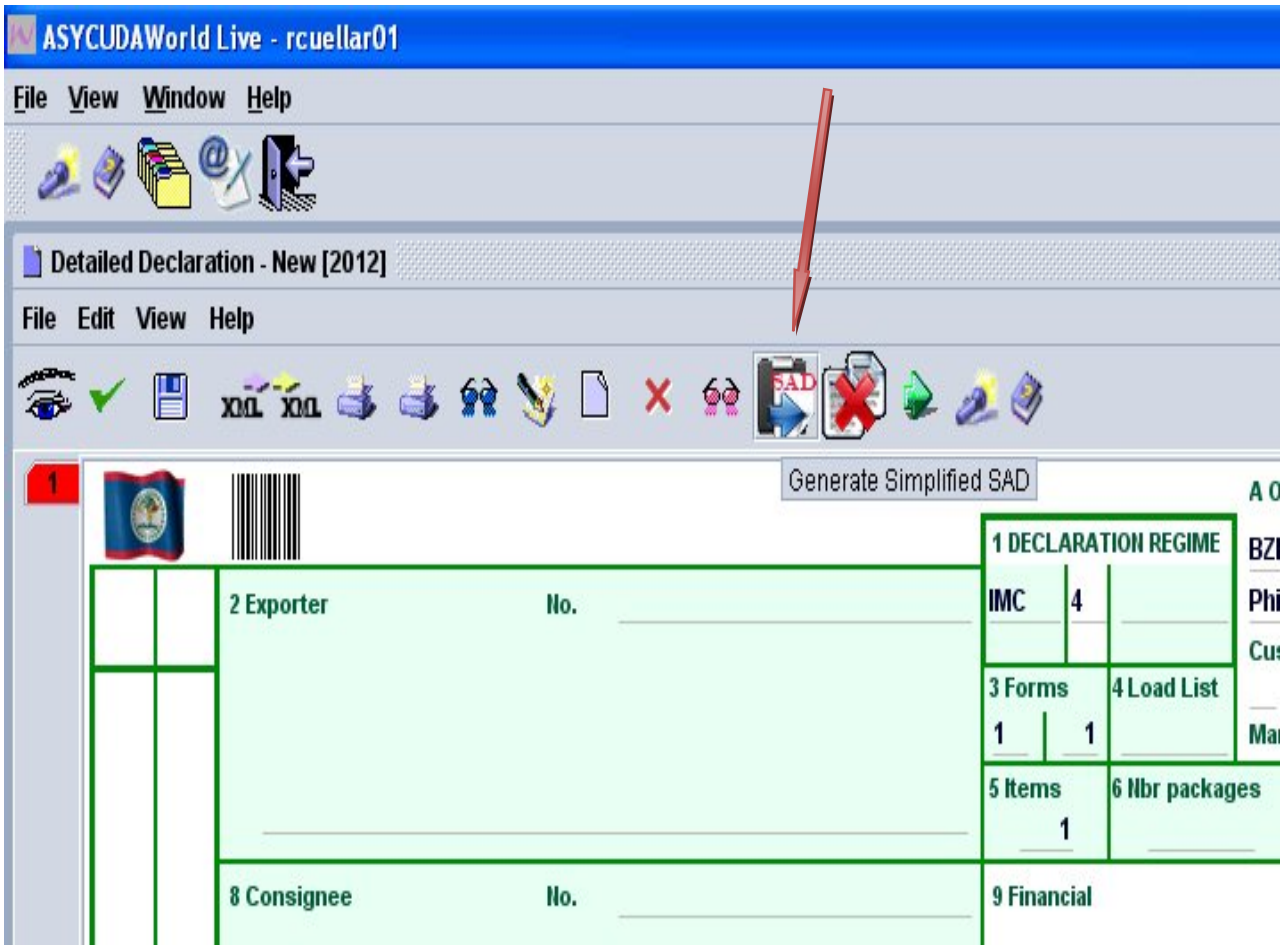

Figure 16: Generate Simplified SAD

Clicking this icon will invoke the function to generate a simplified SAD which will populate certain fields of the SAD form. When the icon is clicked, the system will ask if the user wants to generate an Items Page for the Simplified SAD, such as is shown in Figure 17 below. In this case, the user should click on the "Check Mark" icon, which is to say "yes".

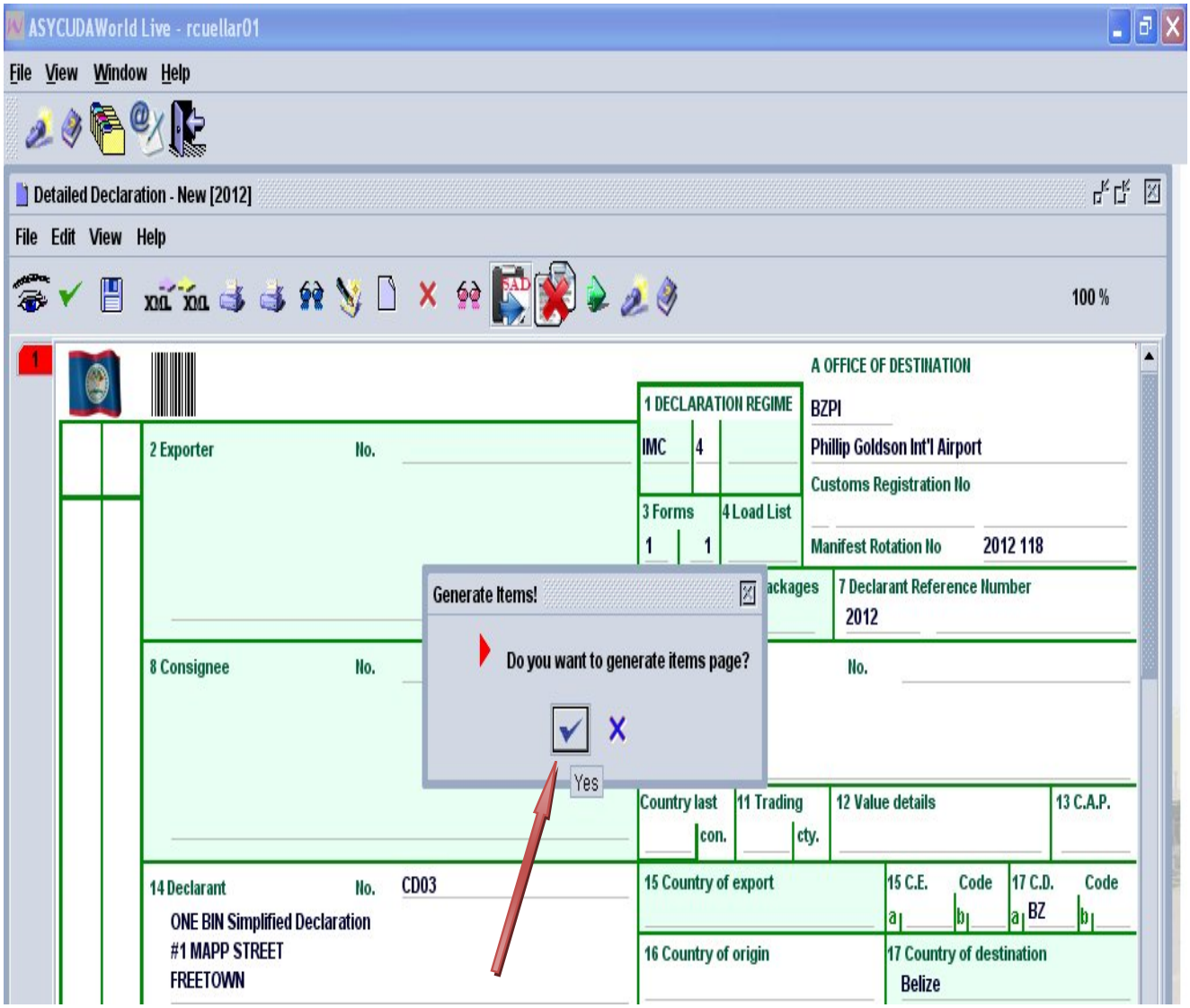

Figure 17: Generate Items Page

After clicking on the "Check Mark" icon, the user will see another dialog box pop up like the one below in Figure 18 asking the user to enter the amount of items they want to create a Simplified Declaration for. In this case, we will enter the figure "2" to demonstrate how to utilize the system for clearing more than one item. The user must know at this point that the term "items" refers to "classifiable" items such as laptop, phones, clothing, footwear, vehicles, tires, mirrors, tanks, bottles, DVD's, copy paper, printers, etc. Hence, if an importer imports 5 packages containing 15 laptops, then the user will enter "1" in the "How Many Items" dialog box because the shipment has only one classifiable item, i.e. laptops which are classified at 8471.30.00.00. The user should ***not*** enter "15" in the "Items" dialog box because the shipment

does not contain fifteen different classifiable items. For this example, the shipment contains a vehicle head lamp and a vehicle rear bumper which are two different classifiable items because each item has its own commodity code.

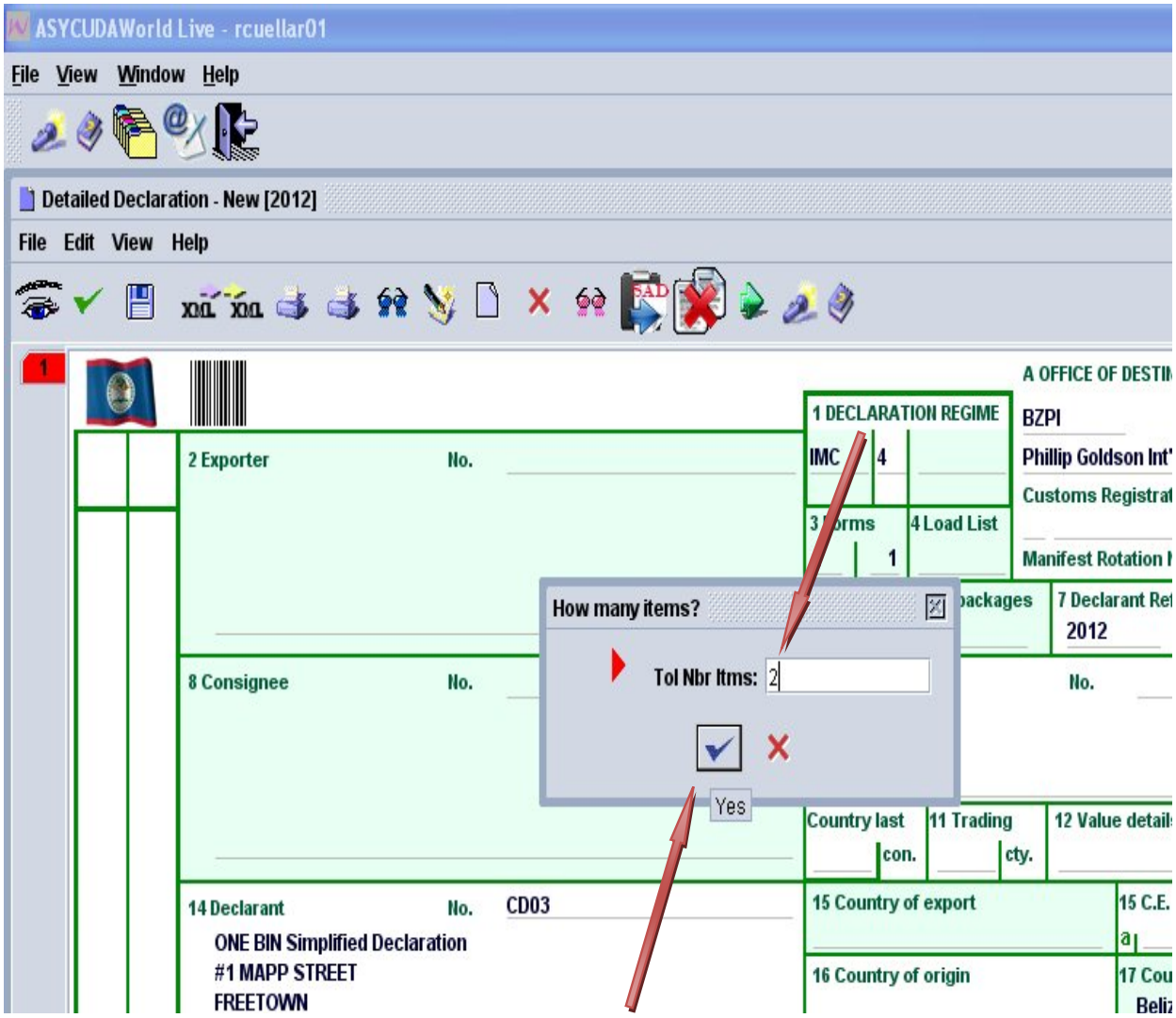

Figure 18: How Many Items?

After entering the number of items, click on the "Check Mark" icon to proceed. When this is done, the user should see the form flicker for a moment and another dialog box will appear while some of the fields on the SAD form will become populated, such as appears below in Figure 19. An item tab is created for each item (shown on the top-left side of the form) and the user will now be able to enter the details for each item to be cleared in the dialog box.

The user will notice that the dialog box in Figure 19 below is labelled for "Item: 1" and the user will proceed to enter the required details which include: Description (the ***Commercial*** Description of the item as per the invoice), the Tariff Code (8-digit code, eg: 85122000), Item Invoice Value, and the Item Quantity: this figure is the individual quantity of the item, not the package quantity, as the package quantity has already been captured from the waybill and entered in Box 6.

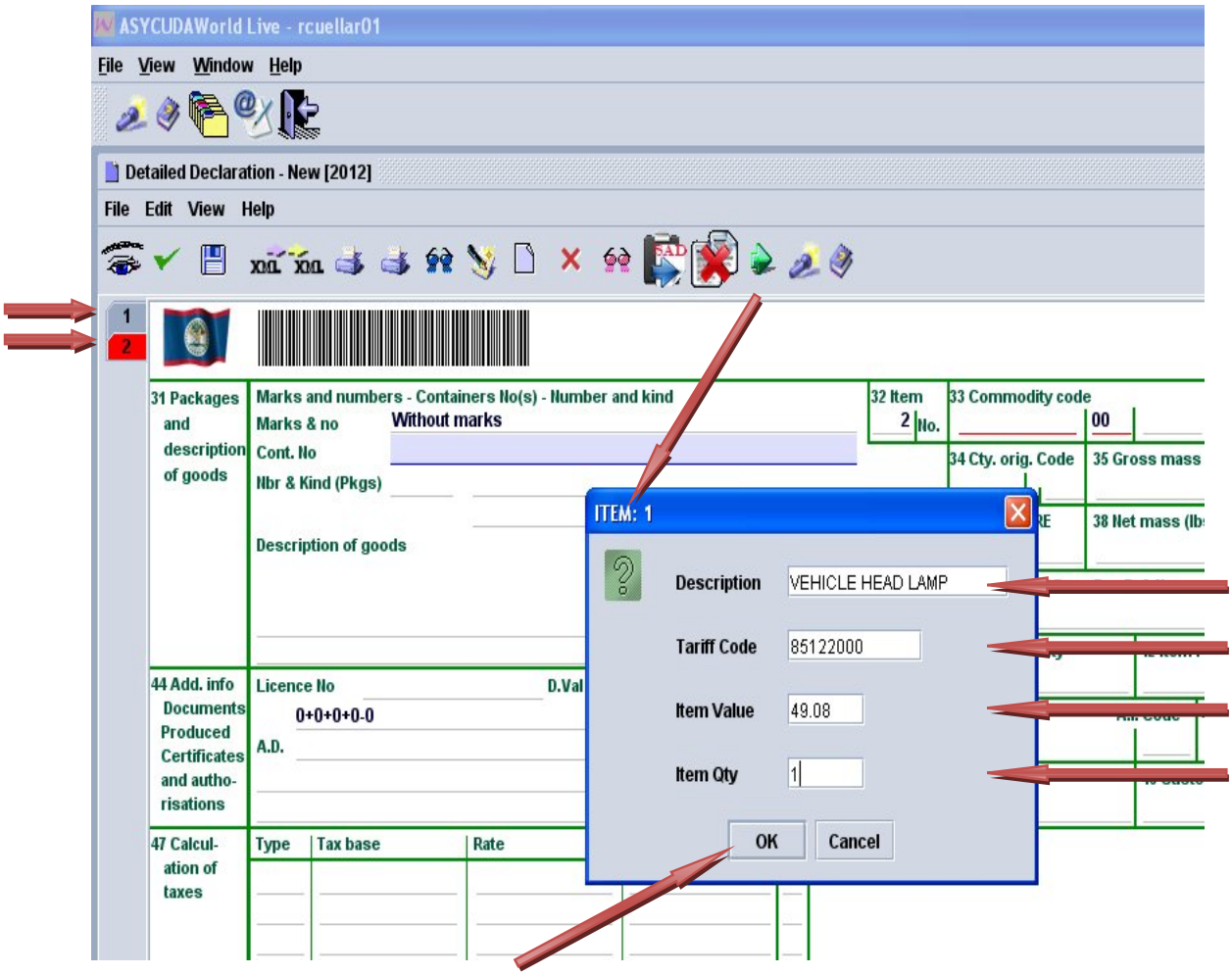

Figure 19: Item 1 Details

After the details have been entered for Item 1, the user should click on the "Ok" button. This action will commit the data to the "Item 1" tab of the SAD form, and the dialog box will change to allow the user to enter data for Item 2 as shown in Figure 20 below. The criteria for the data entered here is the same as for Item 1.

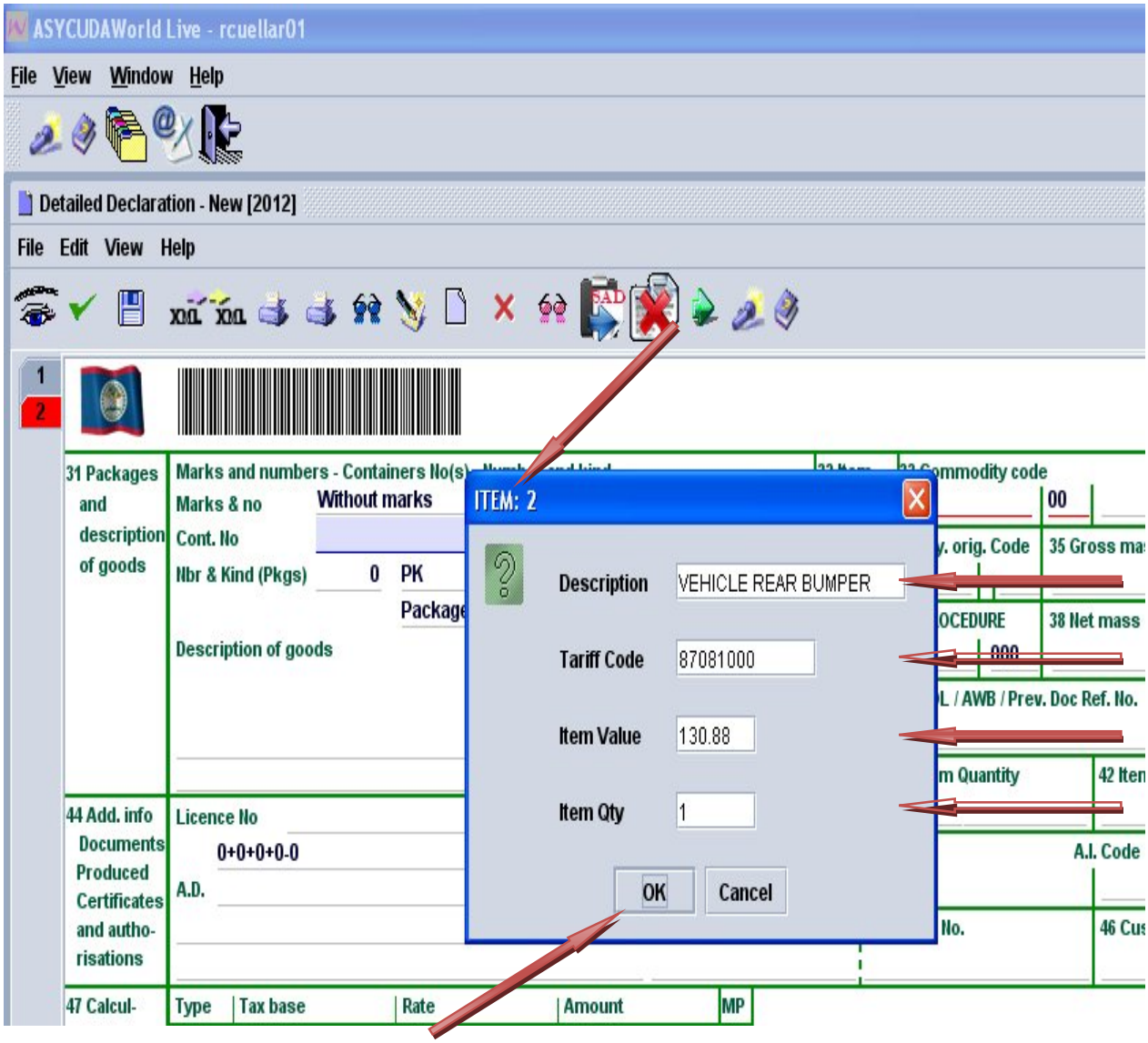

Figure 20: Item 2 Details

As before, the user should click on the "Ok" button when Item 2 details are completed. This action will commit the new data to "Item 2" tab on the SAD form. The result should look something like the form in Figure 21 below.

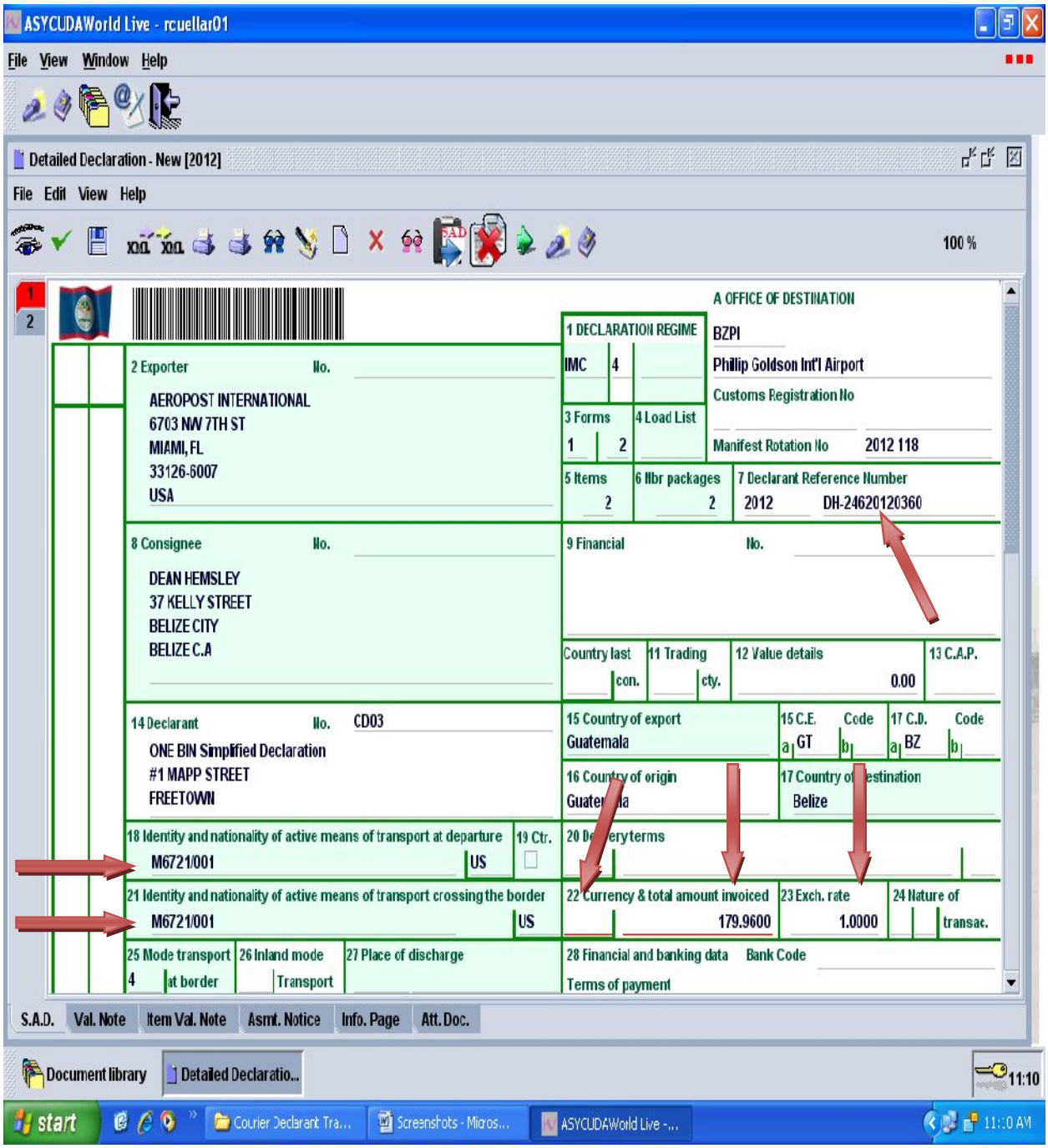

Figure 21: Item 1 Details Commit Complete

With the Items details completed so far, the user should become familiar with some bits of information they see on the SAD form with which they may be unfamiliar. Firstly, Box 7 specifies the Declarant Reference Number which, in its original function is to be a numerical or

alpha-numerical code that the Declarant creates and assigns to his declaration so that he can identify it. However, for Simplified Declarations, it is not necessary for the user to create any reference number as the system does this chore automatically. Notice in this case that the reference number is 2012 (the year) followed by DH-24620120360, which was created and assigned by the system. This number is actually the waybill number configured by the system to become the reference number.

Boxes 18 and 21 are other points of interest. These fields contain data about the identity and nationality of the means of transport on which the packages arrived in Belize. In this case, the identity (M6721/001) is specific to an Amerijet flight and its nationality is "US". Box 19 specifies that the cargo is containerized; however, when creating Simplified Declarations, this option should ***not*** be used as Box 19 is required when creating regular Customs Declarations for full container loads.

Box 22 and 23 are two more points of interest because they are related, in that the first influences the content of the second. The user should notice that there are red lines high-lighting the two parts of Box 22. The reason for this is that the first part of Box 22 must be filled in with the currency code to be used for the declaration. Since no currency code was specified, Box 23, which contains the Exchange Rate for the declaration, contains the value 1.0000. This means that the system assumes an exchange rate of one-to-one, and assumes that Belize dollars will be used. But the first part of Box 22 is a mandatory field which means that information ***must*** be entered there; so the user must choose a currency code from the drop list available for that part of Box 22, even if the rate is Belize Dollars.

Before continuing, the user must be aware of one more piece of information. When the Simplified Declaration (IMS 4) was first designed, it was meant to be used exclusively by Customs Cashiers. To give the Customs Cashier an upper hand to handle the work-load of providing service in clearing courier packages as well as regular cargo, the procedural flow for creating a Simplified Declaration did not pass this Figure 21. However, in passing the responsibility of Simplified Declarations to Couriers and Consolidators, an adjusted version of it (IMC 4) was created with the idea of capturing statistical trade data just as if a regular Customs Declaration was being created. For this reason, there are some data which must further be entered for the IMC 4 Declaration.

Figure 22 below shows the populated data field that Item 2 tab contains. Just like in Item 1 tab and the General Segment, there are also missing mandatory information which must be entered before continuing.

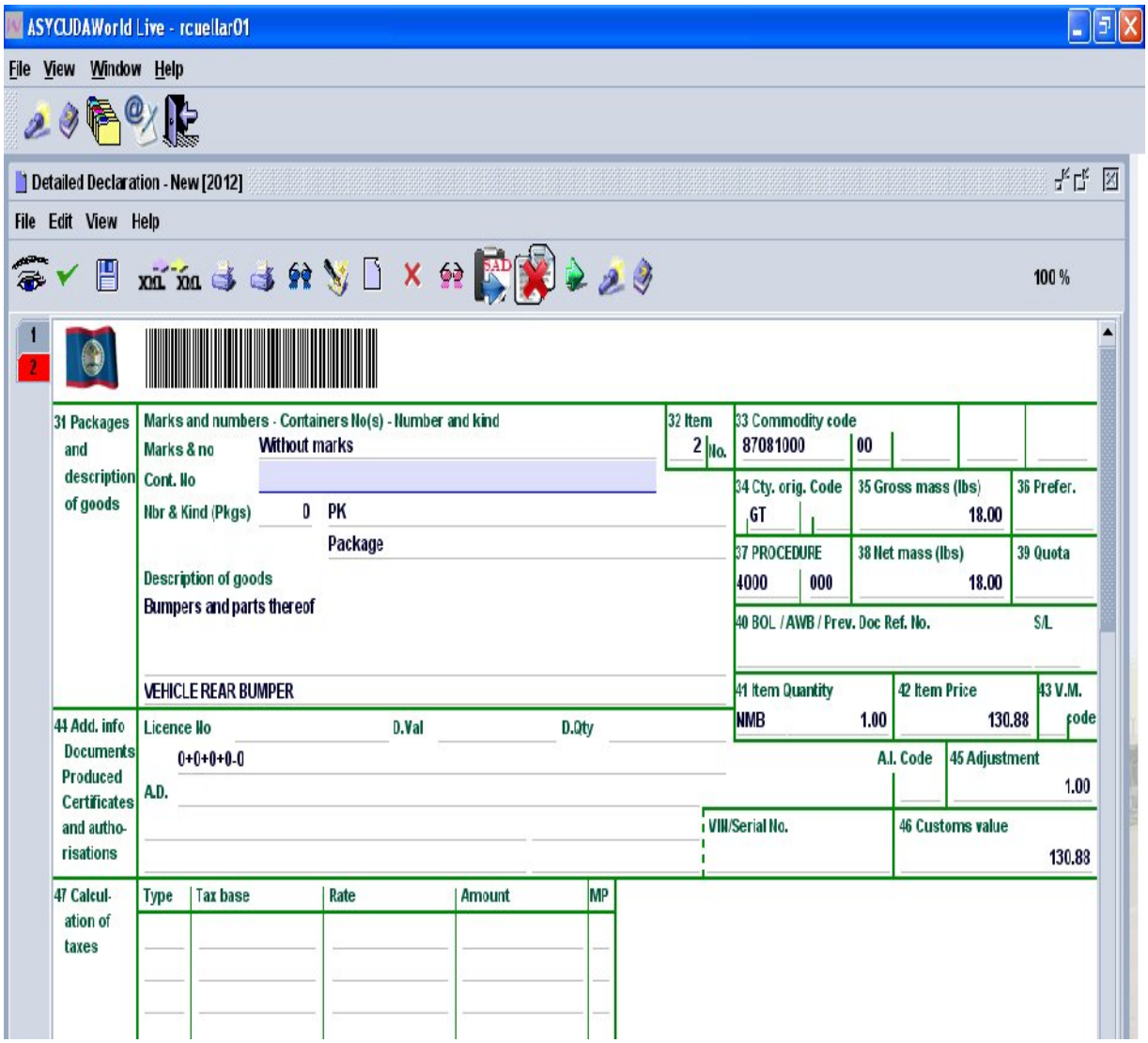

Figure 22: Item 2 Details Commit Complete

To find what these remaining data are, the user should at this point click on the "Verify" icon that resembles an eye as shown in Figure 23 below. This action invokes the system to run a check of the data so far. It checks to see that data is entered in the format that the system requires such as 10-digit Commodity (Classification) codes in the format 8708100000, the Declaration Regime (Type: IMC 4), or Currency Codes in the format "BZD" or "USD" or "CAD" as required. It invokes the system to check the classifications and apply the rates of duties applicable in calculating the resulting duties and displaying them in the pertinent fields of Box 47 for ***each*** item which allows the user to know ***before-hand*** what the total duties payable will be. Lastly, but not least, it invokes the system to check if all mandatory fields have data in them (or not).

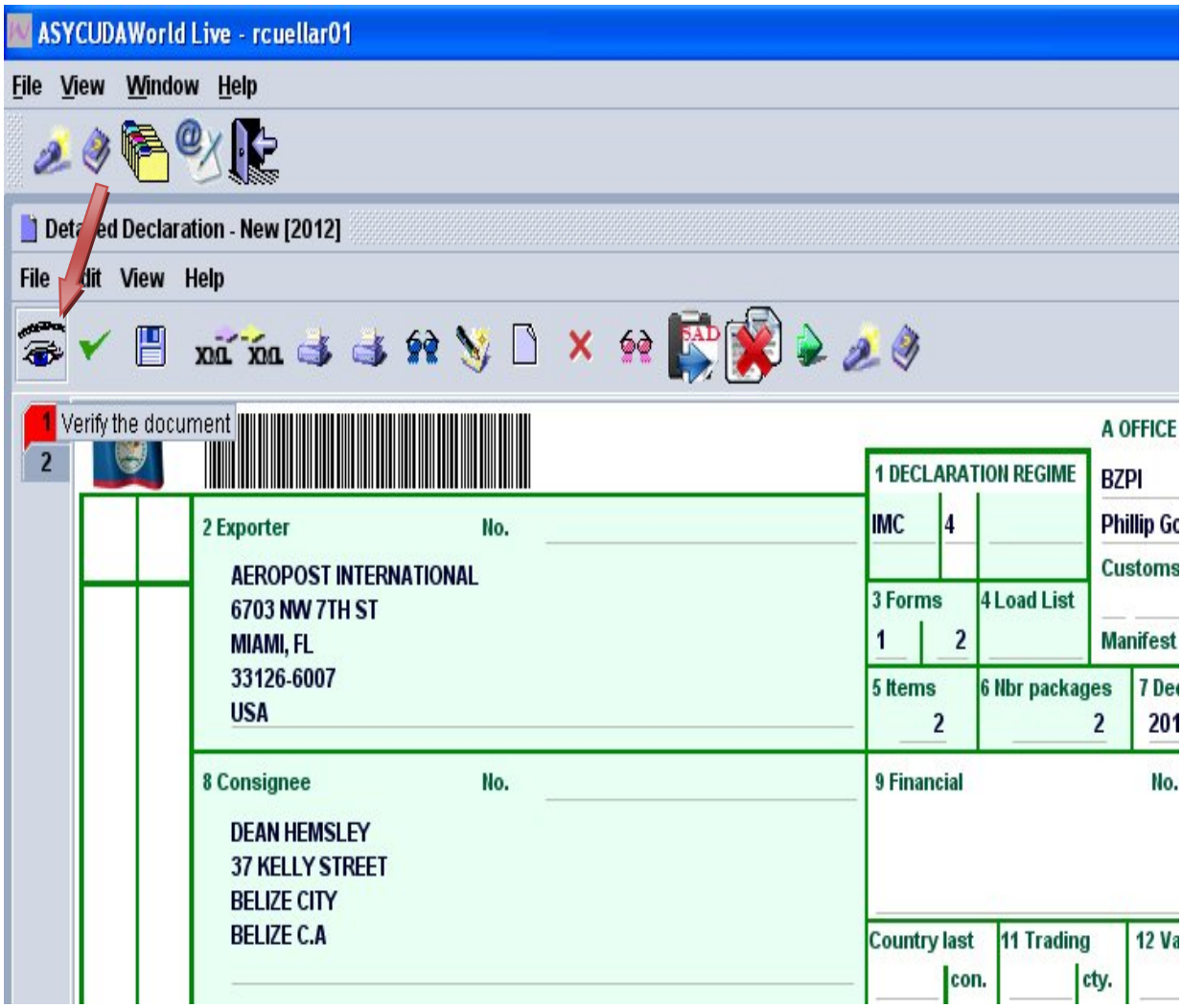

Figure 23: Verify Icon

At this point, whenever the user clicks on the "Verify" icon, the system will perform the three functions mentioned before. The last-mentioned function (mandatory data fields check) will be prevalent at this juncture because the user needs to complete these before moving on. Since there are mandatory fields not yet filled in, the system ***will*** throw up errors as shown below in Figure 24. The user will see a message window that details all the errors that currently exist in the Simplified Declaration, the first of which is high-lighted in red. Along with this message window, the user will also notice that there are a number of fields (mostly empty) which are underlined in red.

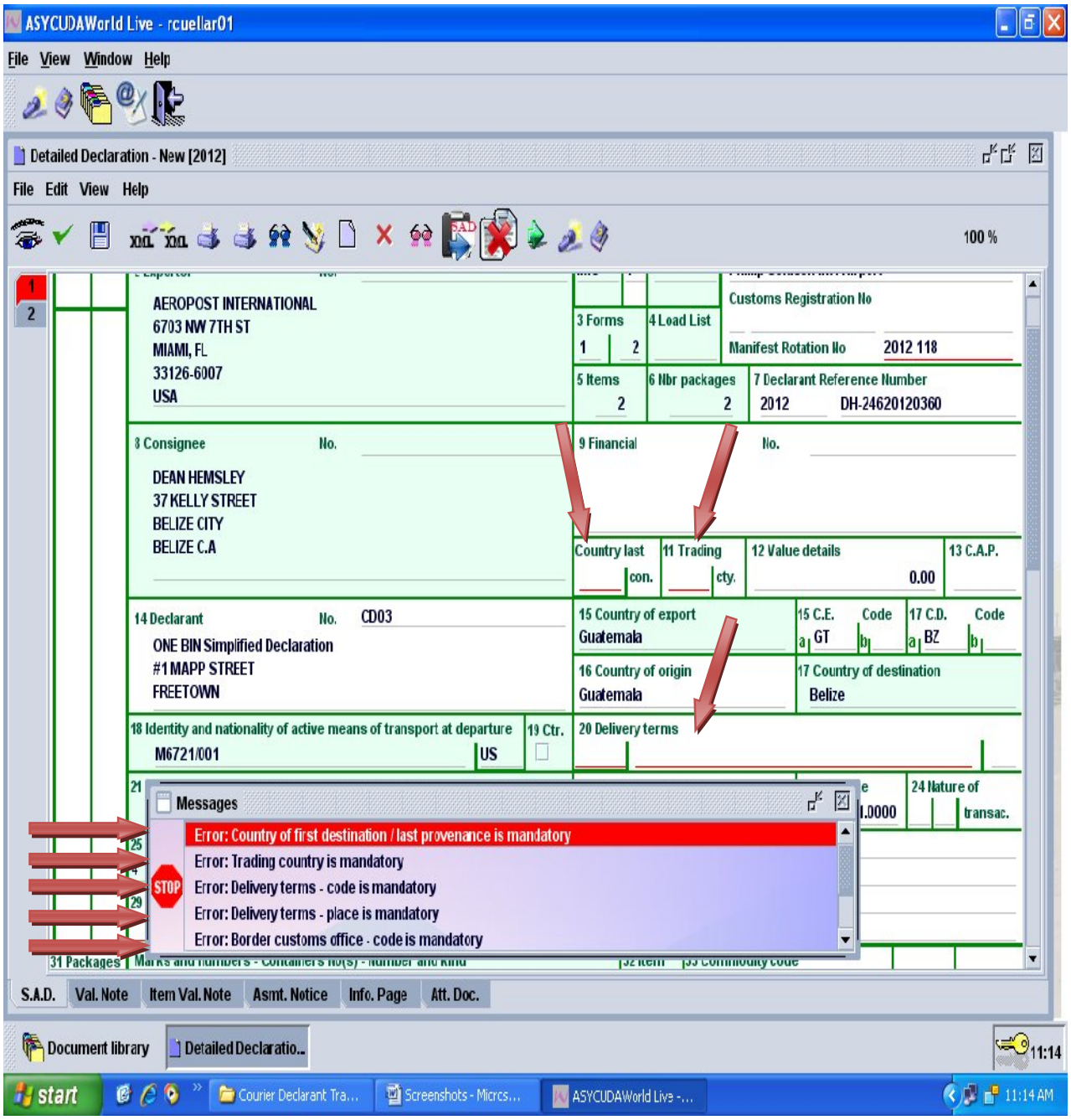

Figure 24: Error Notification

All these underlined fields correspond to one of the errors that appear in the message window and to start fixing these problems in a logical way, the user can simply click on the first row in the message window where the first error is already high-lighted in red and the system will re-direct the user to the exact field where that first error is located. In this case, as shown in Figure

25 below, the "Country of First Destination/Last Provenance" field is where the user is taken to deal with the first error. This field simply requires the code of the country of last consignment. The other errors in the message list are located in fields that follow the logical pattern on the SAD form.

For this first error, the user may enter or choose "US" from the drop list. This means that while Boxes 15 and 16 show that the country of export and country of origin is Guatemala (GT), country where the package was last consigned before it came to Belize on Amerijet is the US. To continue, the user simply has to hit the "Tab" button on their keyboard to move from field to field, or use the mouse instead.

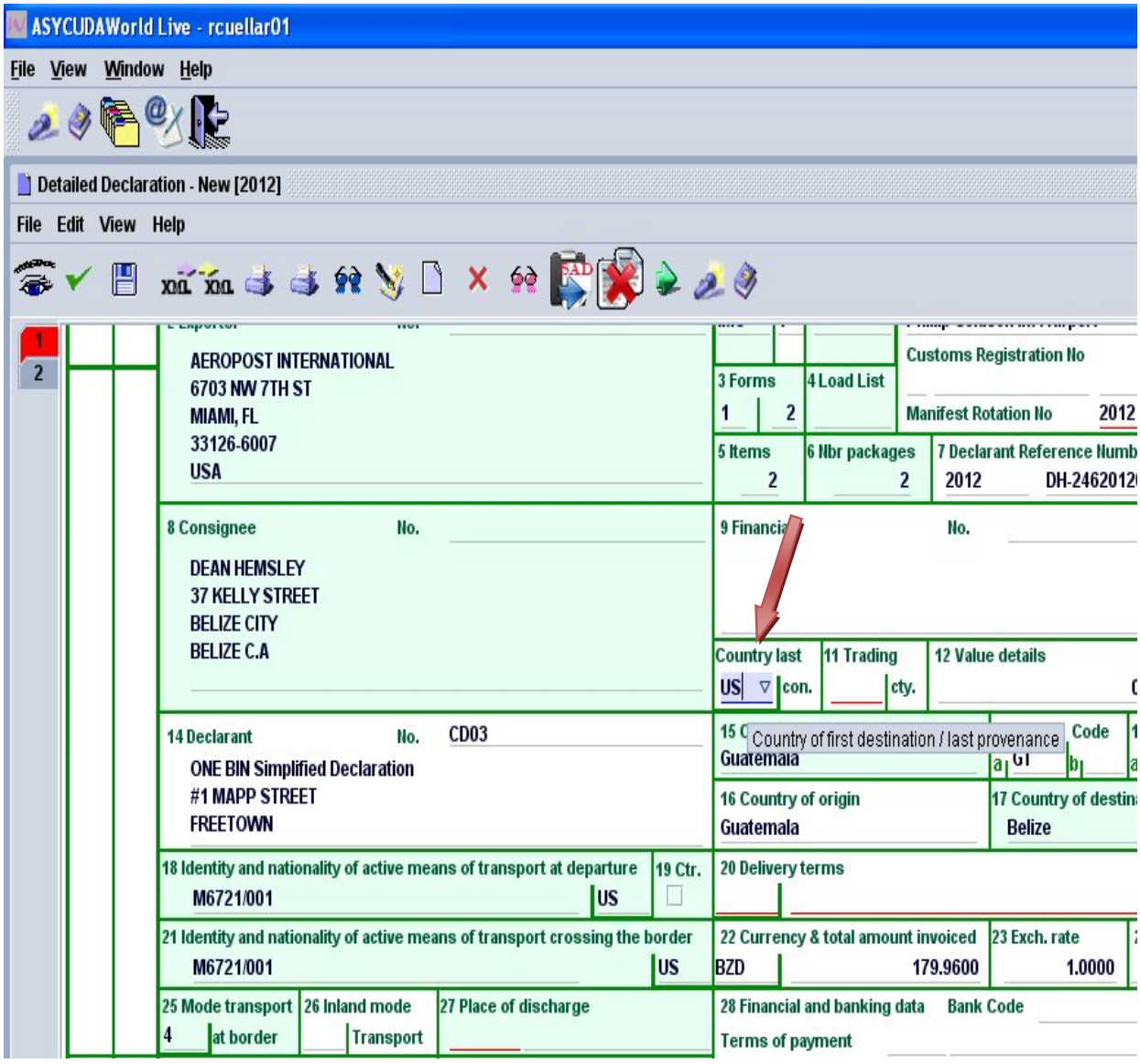

Figure 25: Country of Last Consignment

After the proper information has been entered in the field, the red line disappears to signify that the data was entered in a proper format and that a mandatory field has data in it. If the user clicks the "Verify" icon again and checks the error messages, the user will notice that the first error is no longer displayed. The next error in sequence is asking the user to enter the code for the "Trading Country" as is shown below in Figure 26. The trading country is the country with which the importer made the buy/sell transaction, even if the items did not originate there. If the importer did the buy/sell transaction via a website, then the trading country will be the home country of the company's website, for example: Amazon.com is based in the US, therefore the trading country would be "US". This data is also available in a drop list.

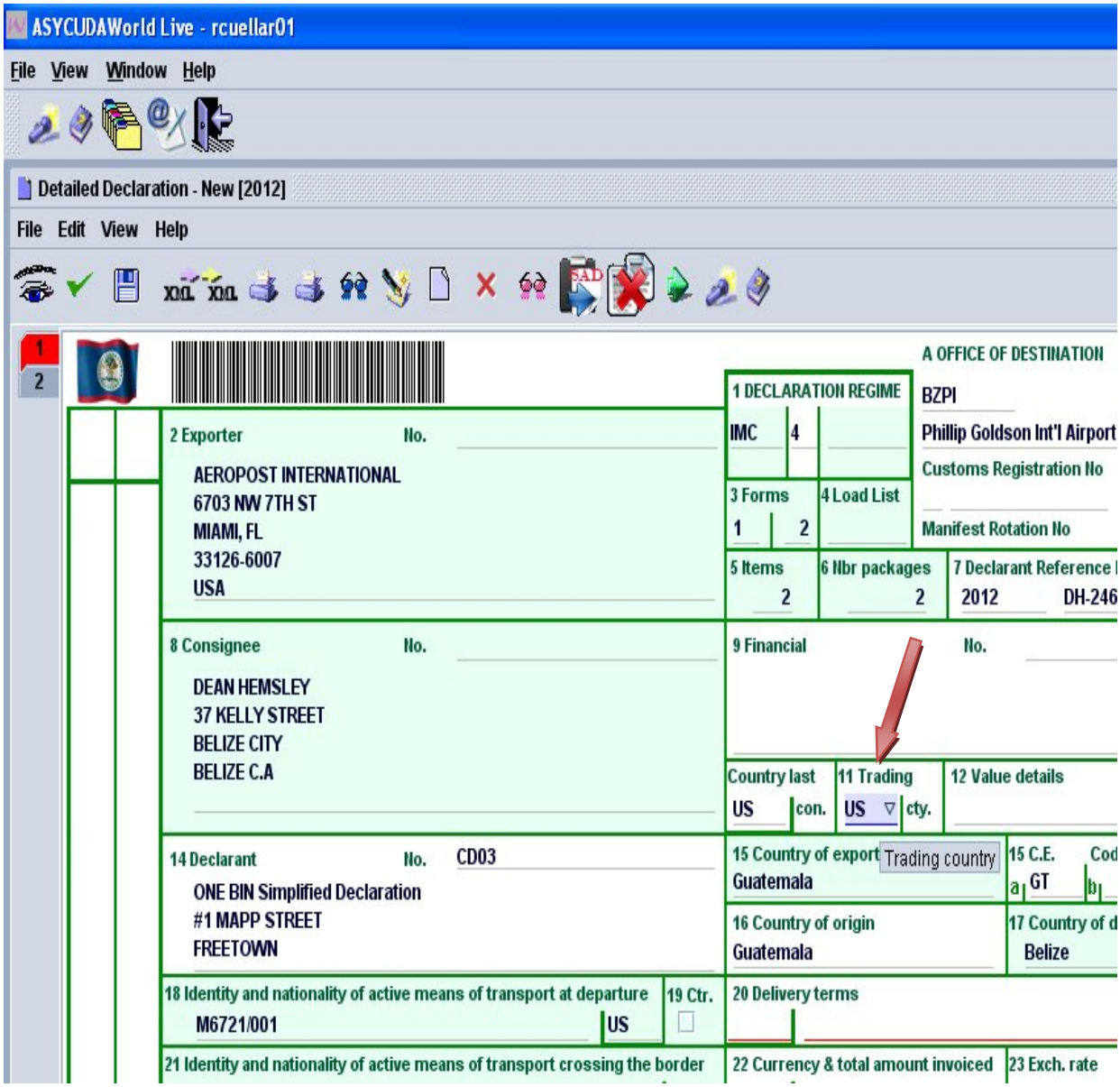

Figure 26: Trading Country

Next is Box 20 which requires the user to enter the details of the "Delivery Terms". Box 20 consists of two parts: the Delivery Terms Code which a three-character code available in a drop list and a text field in which the user must enter the Delivery Terms Place. In this case, the user may choose "FOB" (Free on Board) as shown in Figure 27 to specify that the shipment's costs cover the package up to the point just before it is shipped to Belize from the last country of consignment, which means freight charges must be included to ascertain the real value of the package upon landing in Belize.

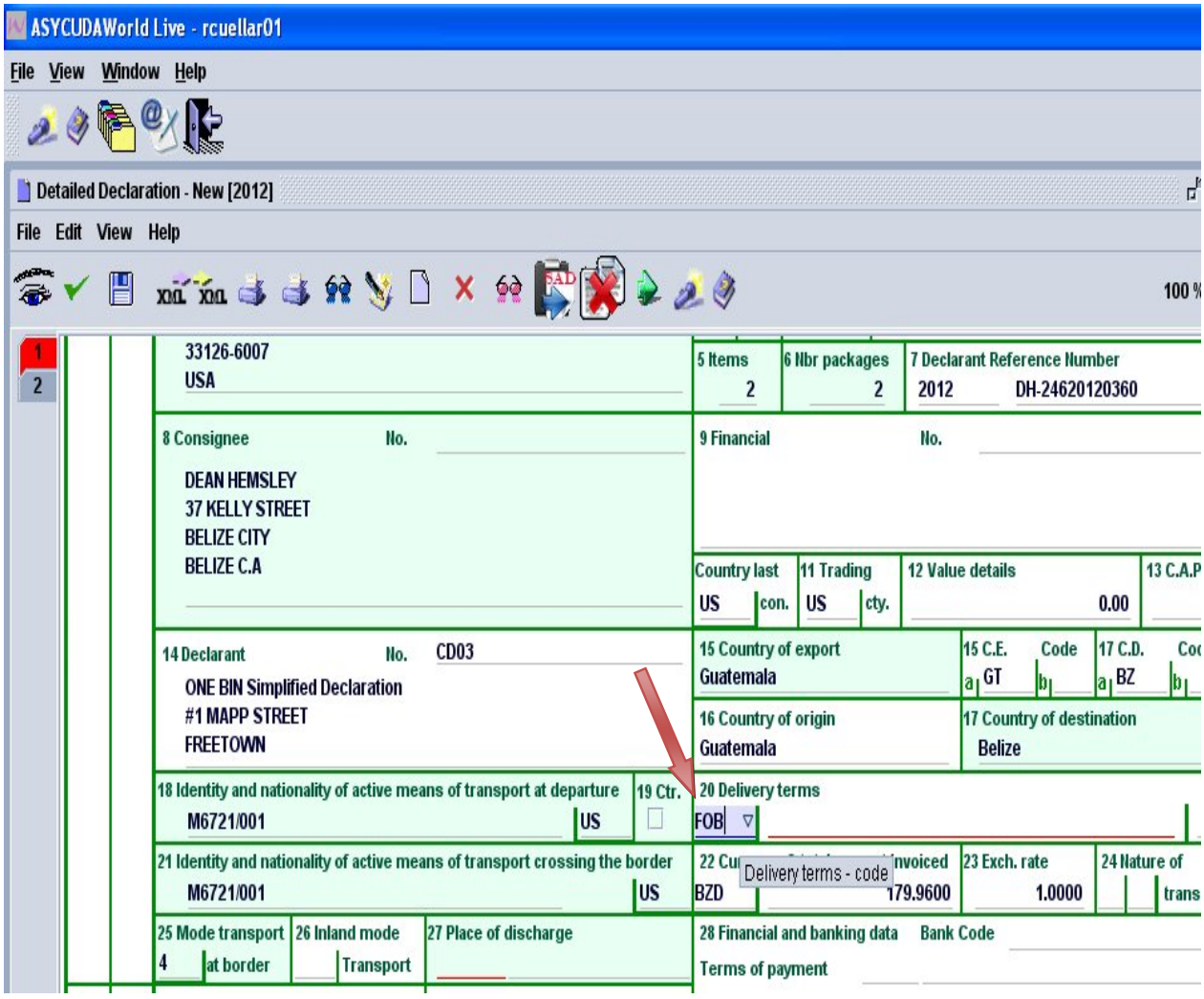

Figure 27: Delivery Terms Code

As mentioned before, the Delivery Terms Place makes up the second half of Box 20 where the user enters the City/Port to which point the goods' costs specified on the invoice covers the

conveyance or transport of the goods. Usually, this is the last port of call just before being shipped to Belize. For marine vessels and flights, common ports include Port Everglades, Miami, New York, Houston, Dallas/Ft. Worth, Los Angeles; such names would be entered in this field as shown in Figure 28 below. If the entire cost of the goods includes shipment all the way to Belize City, the code "CIF" would be used in the first part of Box 20 and "Belize City" would be entered in the second part.

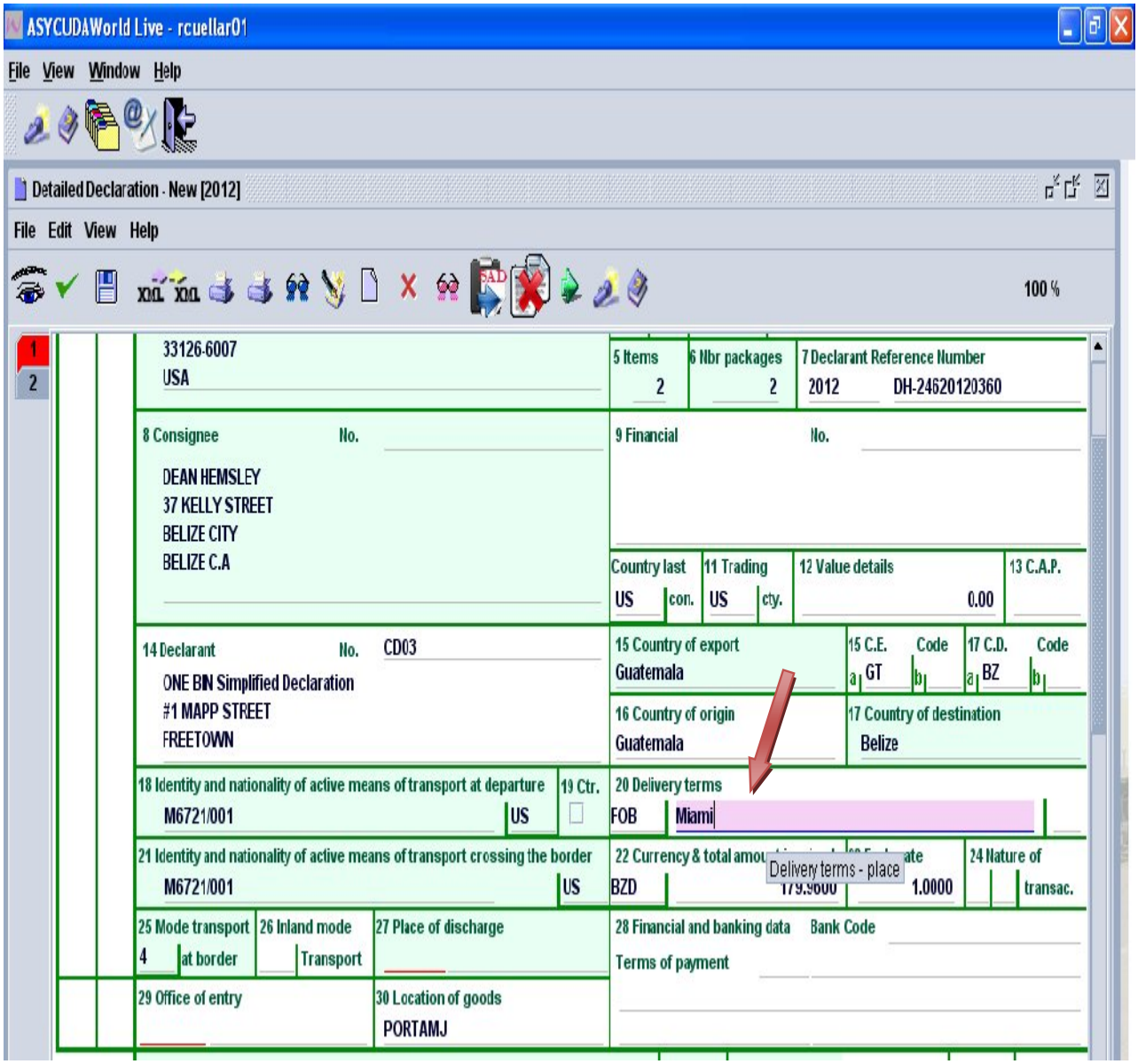

Figure 28: Delivery Terms Place

Figure 29 below shows that the user next enters the Locode (Location Code) in the "Place of Discharge field or the Load/Un-load Place. The Locode is a globally-used list of all the cities in the world that are designated ports of entry/exit such as an international airport, seaport or border-crossing point. The code consists of five characters, the first two of which refers to the international country code, e.g.: "US", "BZ" or "MX", while the last three characters refer to the international city code, e.g.: "MIA" (Miami), "BZE" (Belize City) or "CHT" (Chetumal). Even though the example in Figure 29 specifies the code BZBZE for Belize City, the code to be entered in Box 27 requires the code of the port where the goods left on its final leg of the journey to Belize. Hence, in this case, since Amerijet usually flies from Miami to Belize, the code entered in Box 27 should be "USMIA".

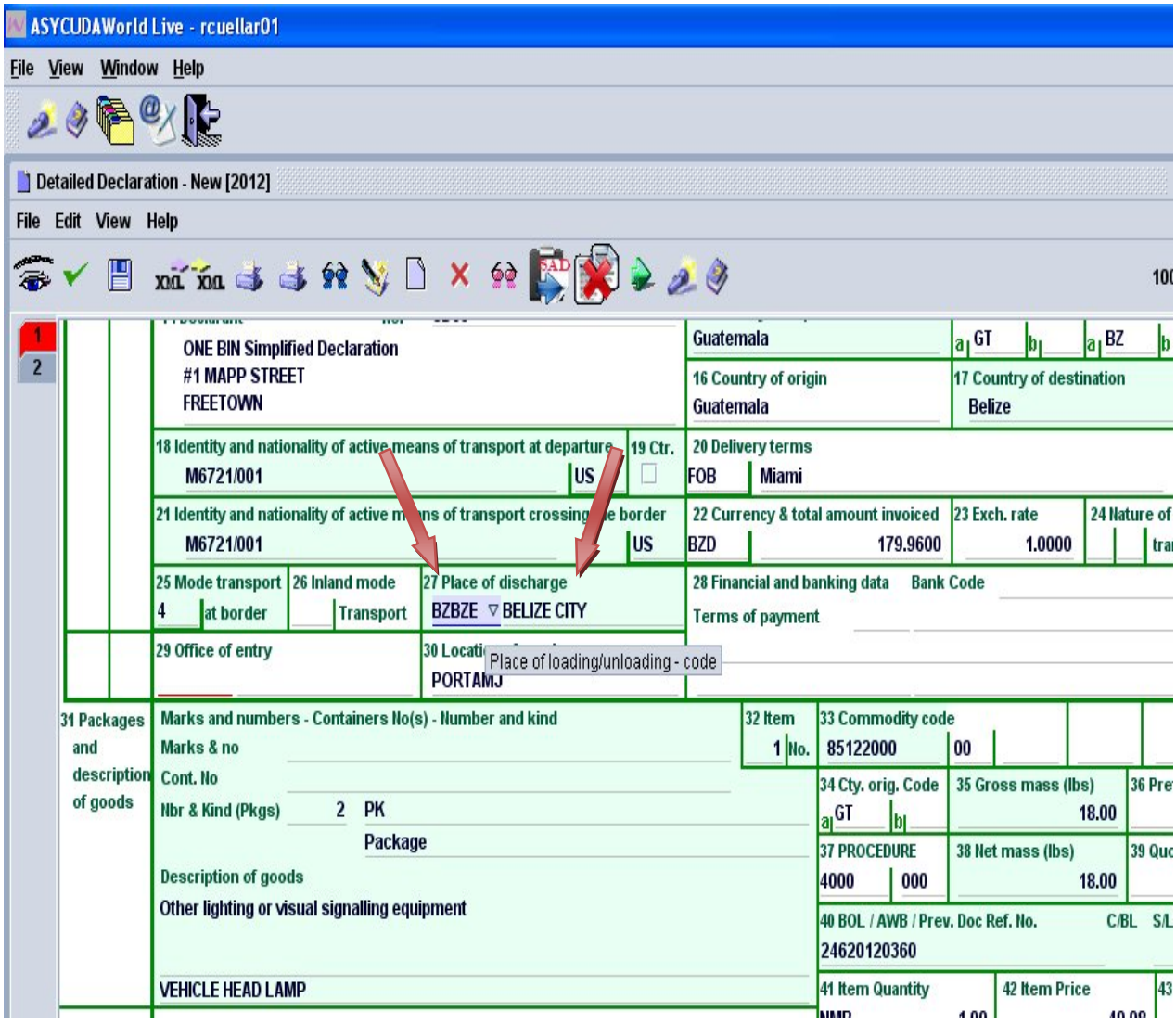

Figure 29: Place of Loading/Unloading Code

Figure 30 shows that the user is required to enter the Currency Code in Box 22 which will govern which rate of exchange the system will use to calculate the final value in Belize Dollars. In this case, the user enters or chose "BZD" from the drop list to denote that the goods' value is declared in Belize Dollars which requires the system to use a conversion rate of one to one. In doing this, however, the user has already calculated the invoice values and freight charges together and prorated the resulting Belize Dollars equivalent over the two items using a method external of ASYCUDAWorld to ascertain what the final value would be for each item and enter them in the system. The system is capable of calculating and prorating the values of multiple items if another Currency Code is chosen, e.g.: "USD", but choosing another Currency code would require a few extra steps from the user that would lengthen the time of doing a Simplified Declaration.

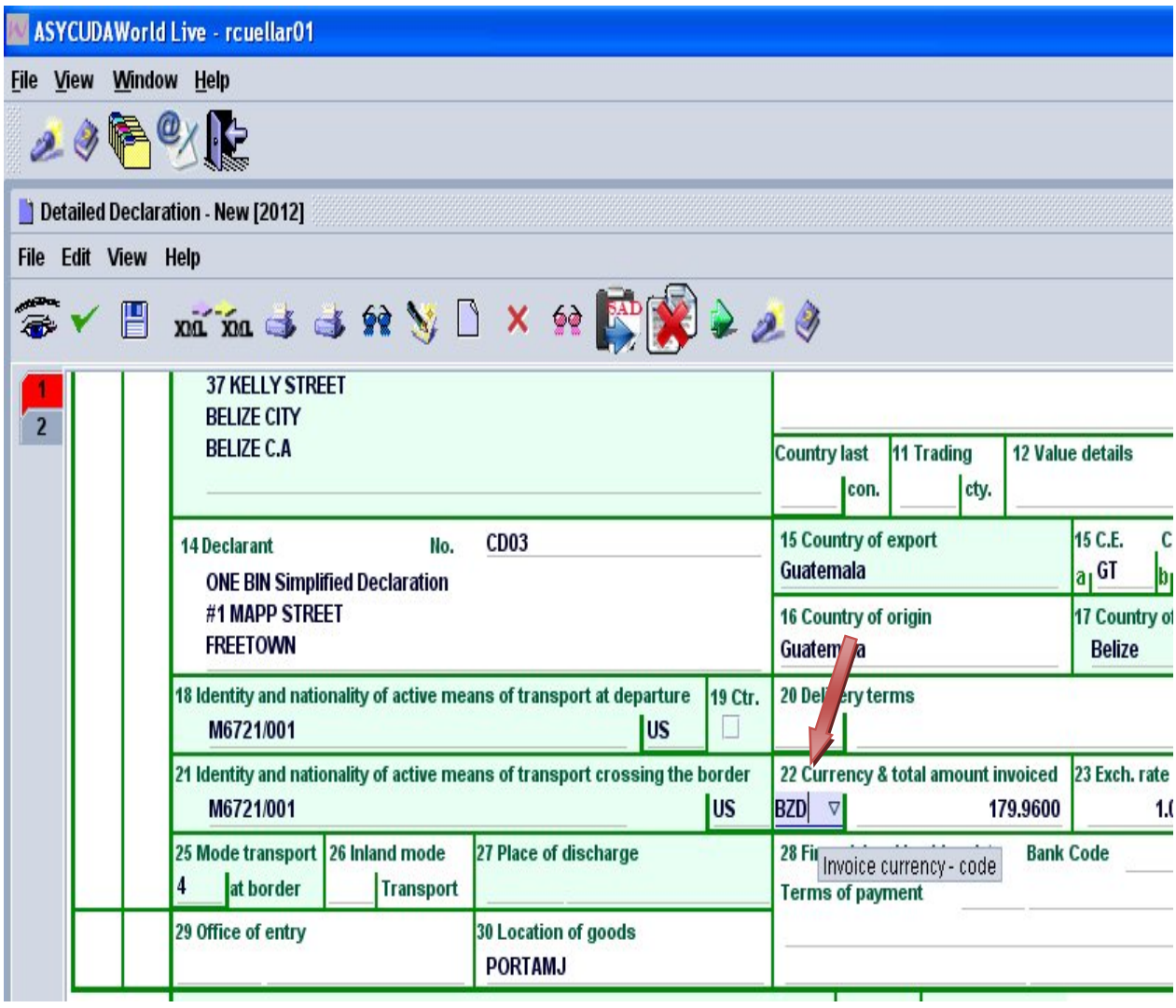

Figure 30: Invoice Currency Code

Continuing on, the user comes to Box 29 which asks the user to enter the Office of Entry Code, as shown in Figure 31 below, which is the particular Customs point of entry through which the goods physically landed in Belize. Office of Entry usually coincides with the authorized Customs office for which the user has permission to create Customs Declarations. So, if a user's account has the authorized office set for P.G.I.A., the code entered in Box 29 should be "BZPI" (P.G.I.A.).

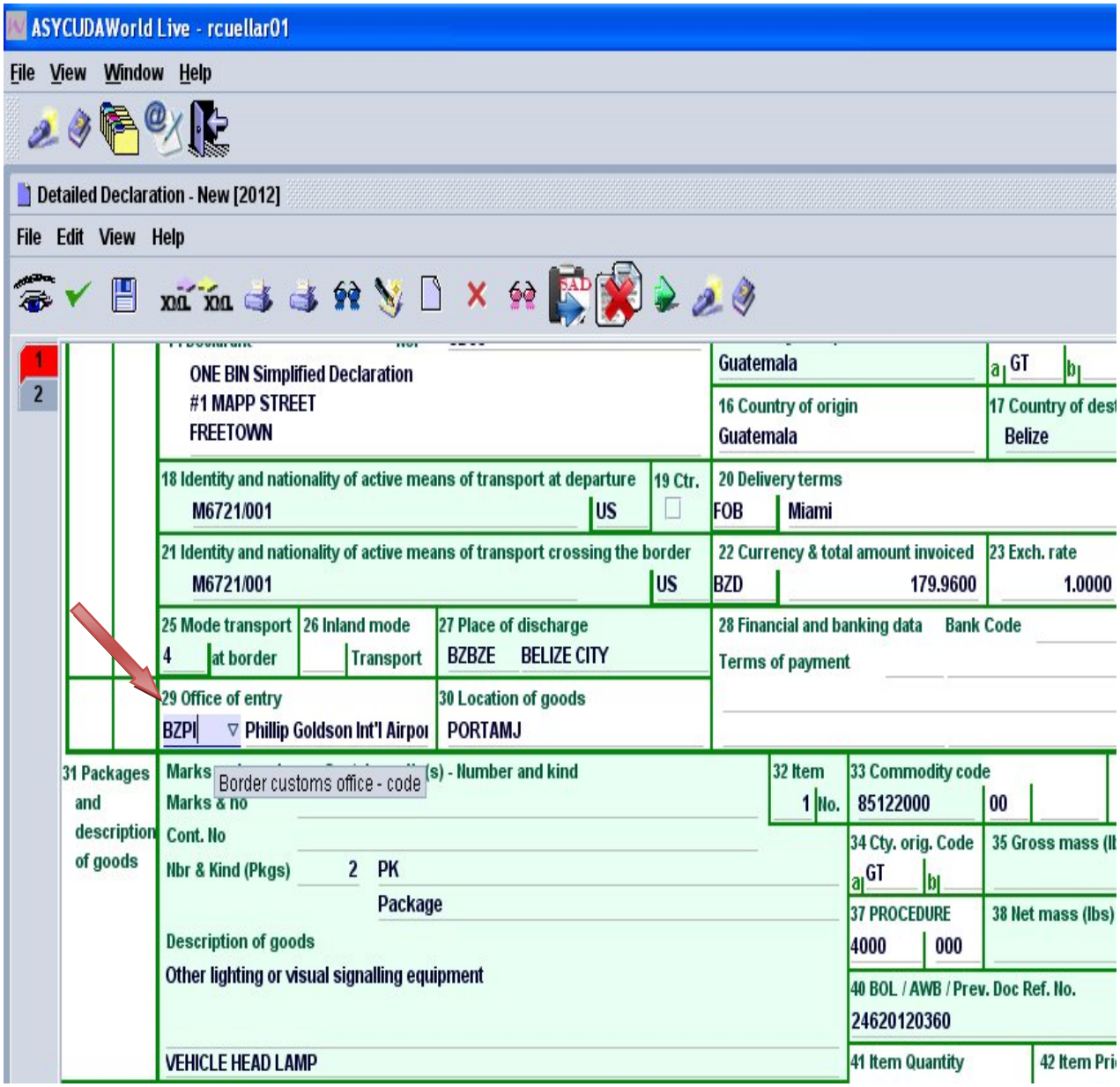

Figure 31: Office of Entry Code

The final error that should remain to be addressed is that of the Bill of Lading/Air Waybill number. When first creating the Simplified Declaration, the user was required to enter this information in Box 40 as was demonstrated in Figure 15 above. The waybill information was then committed to the SAD form itself which reflected the waybill number in Box 40. However, this only happened in the case of Item 1, or if the declaration was created for only one item. Since the example shown here is for two items, the waybill number was not committed to Box 40 for Item 2 as the system has not been configured to perform this task. Hence, it remains on hte Courier Declarant to enter this information.

Figure 32, 33 and 34 below demonstrates how this may be done with minimal human error. The user may simply review the waybill number in Box 40 in Item 1 tab, memorize it, navigate to Item 2 tab and enter the waybill number in Box 40 for Item 2. Or, the user may right-click and copies the waybill number in Item 1 tab, navigate to Item 2 tab and paste the waybill number in Box 40 there. This latter option guarantees that the user copies the waybill number which the system recognized in the first instance and replicates it in the new Item tab instead of relying on memory which may result in human error. The next three figures below demonstrate the second alternative.

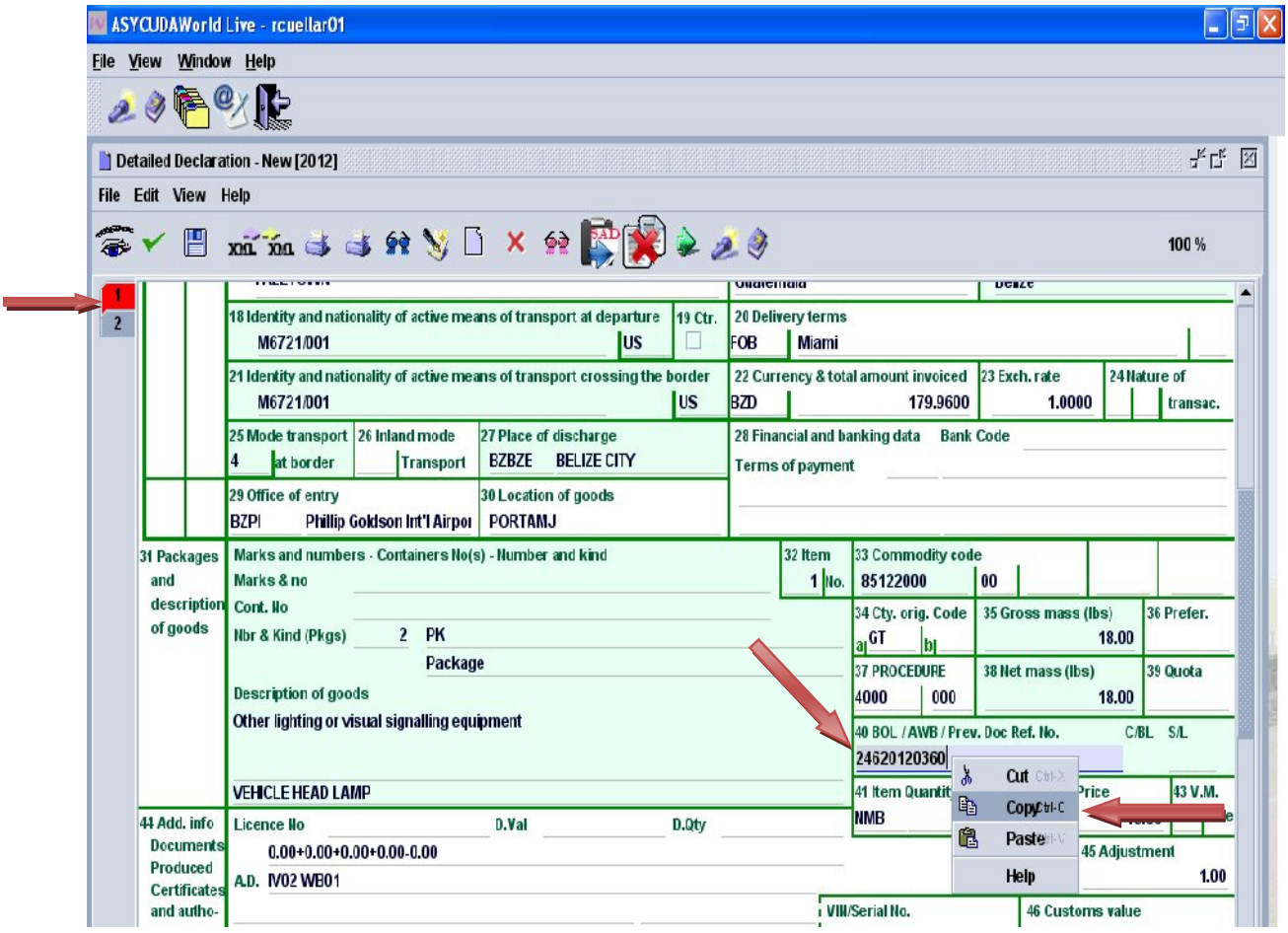

Figure 32: Copy Waybill Number (Item 1)

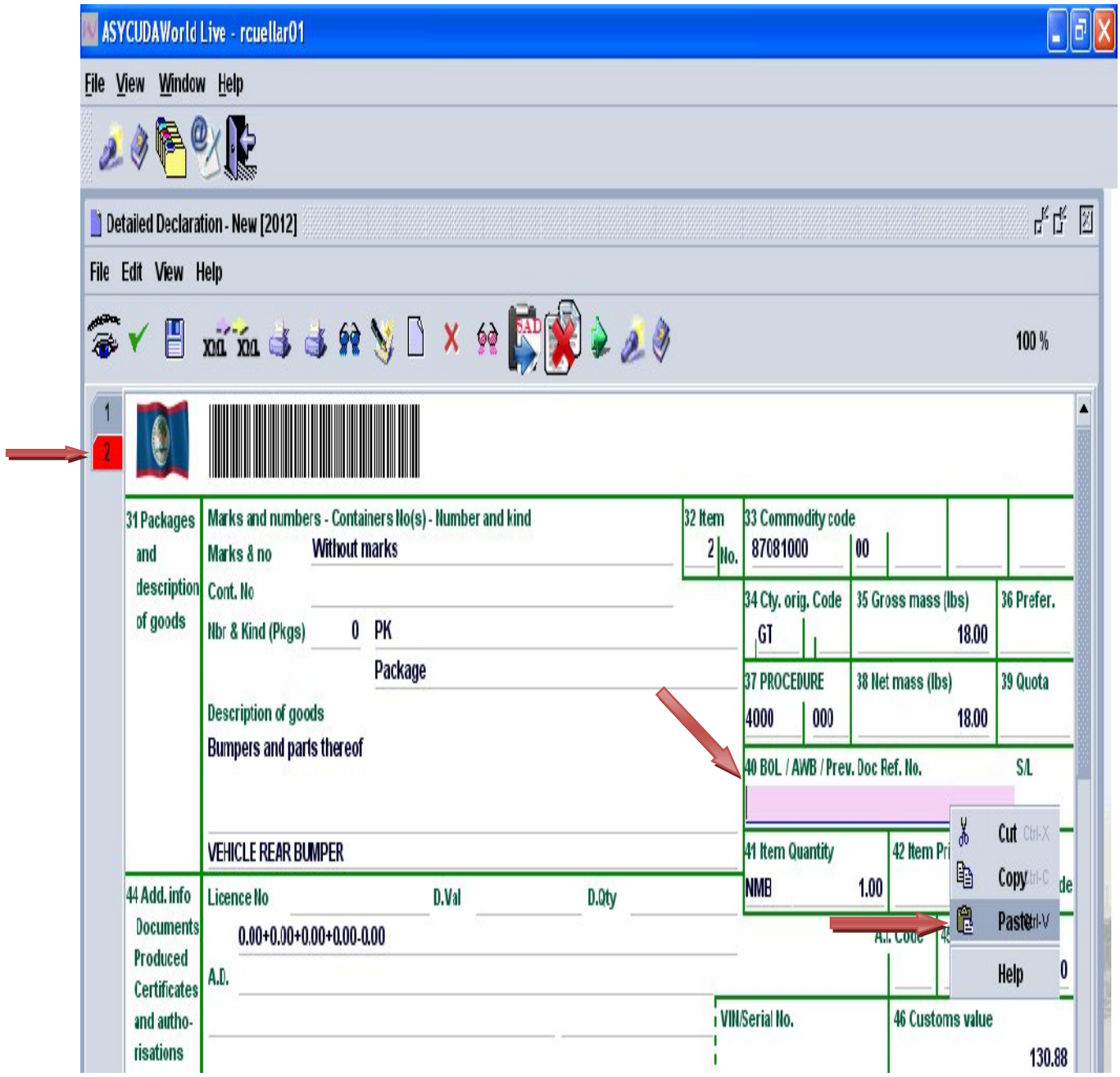

Figure 33: Paste Waybill Number (Item 2)

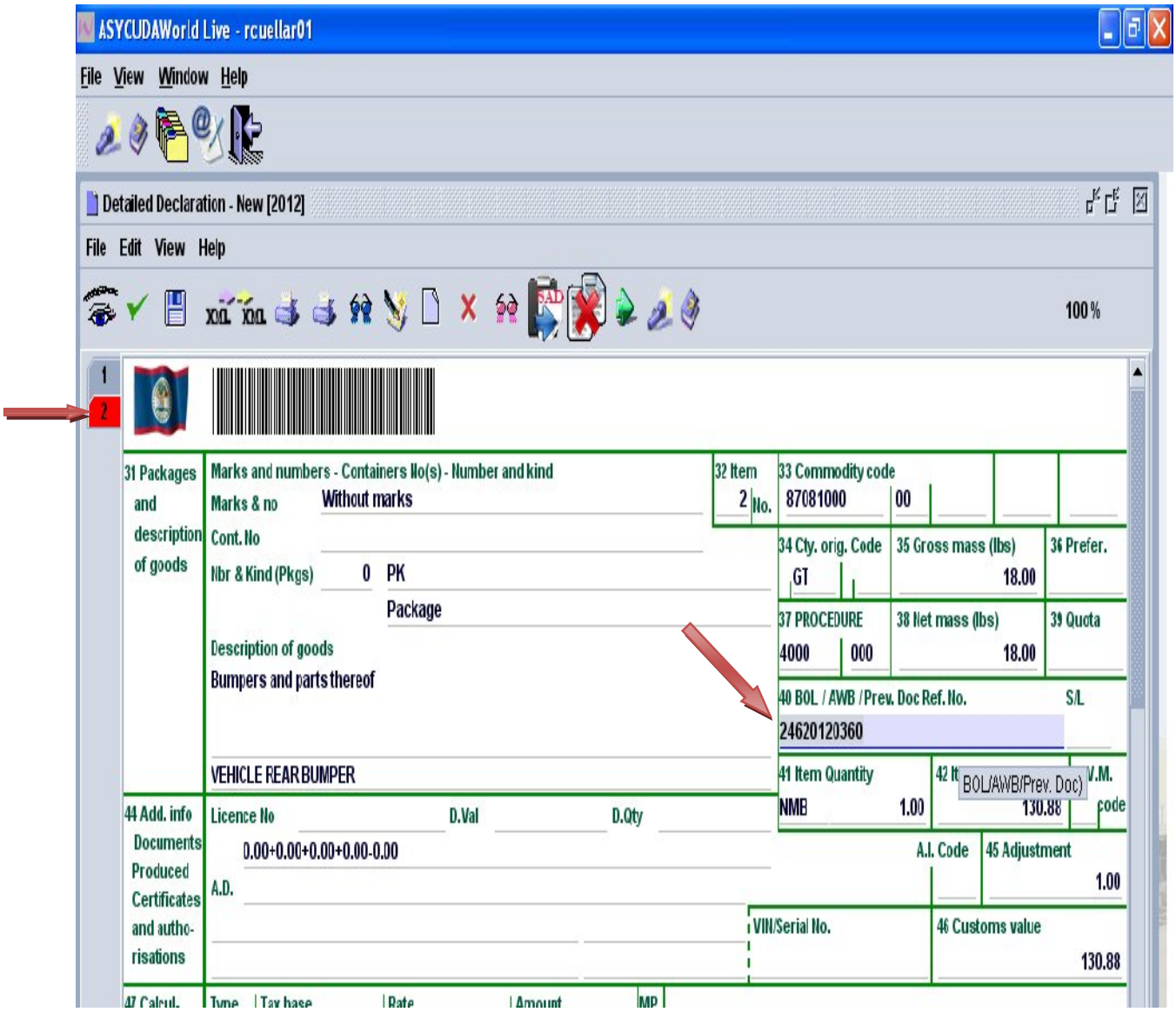

Figure 34: Waybill Number Replicated (Item 2)

Having completed these error corrections, the user may now re-verify the declaration by clicking on the "Verify" (eye) icon again to allow the system to perform its checks, balances, rules enforcements and calculations. Once it is satisfied with the data format and other prerequisites, the system will display a "Document Verified" message window to the user. The user must understand here that as mentioned before, the system does ***not*** verify information integrity; it only verifies data structure and formatting. The authenticity of the declaration's information lies on the user. Figure 35 below demonstrates the document verification.

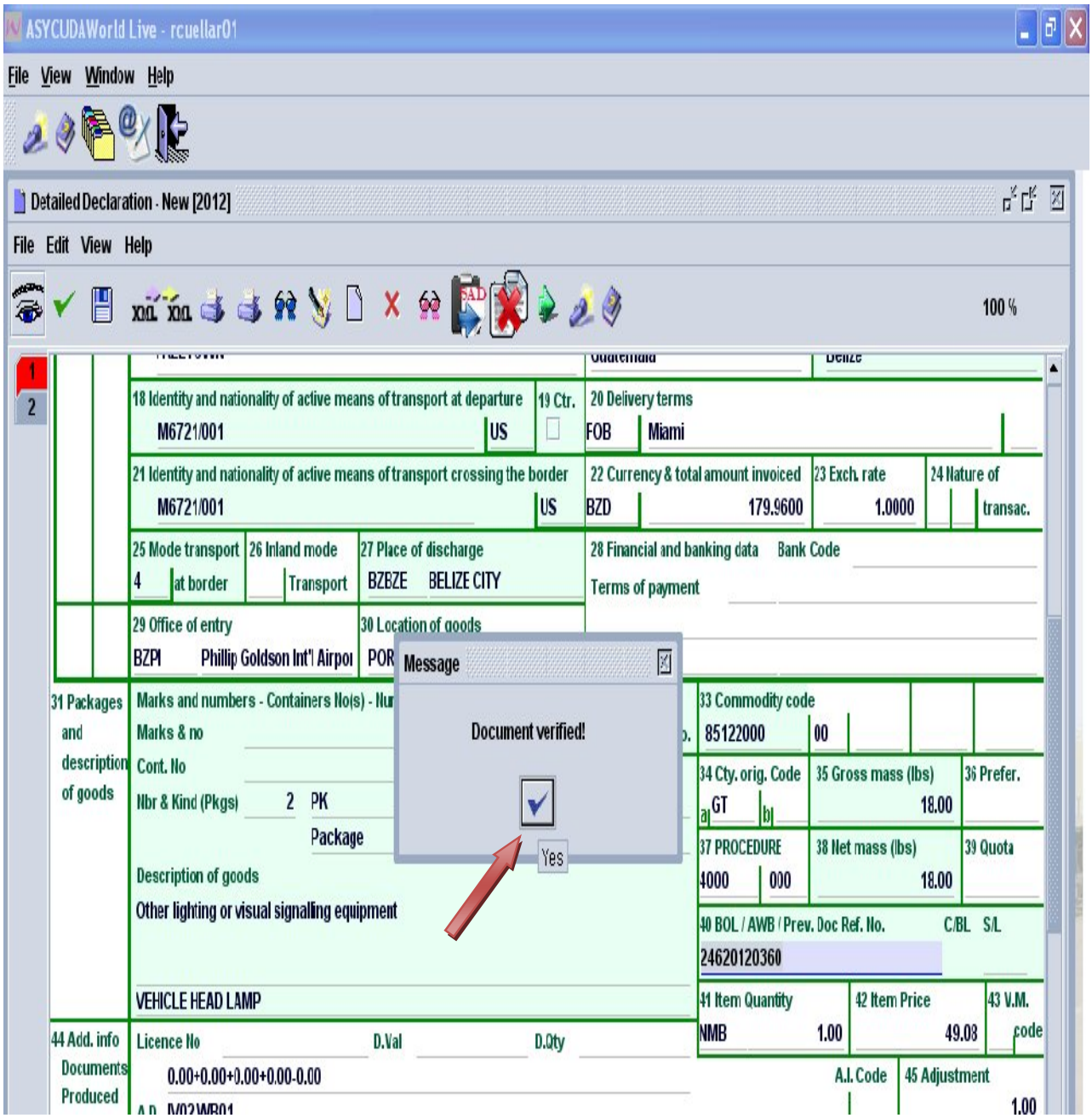

Figure 35: Document Verified

As mentioned before, upon verification of any Customs declaration, the user is able to see the duties and taxes payable ***before*** registration and assessment. As Figure 36 and 37 demonstrate, the user is able to scroll down the SAD form and see a breakdown of the duties and taxes calculated for each item of this declaration. To see the computation for each item, the user simply clicks on the Item tab number on the left of the SAD form. The figure that appears in the

portion labelled "B – Accounting Details" on the right side of the SAD firm (underneath "Deferred Payments" field) reflects the total duties and taxes for the ***entire*** declaration (both items in this case). If there is only one item being declared, then the figure in this area and the total for Item 1 will be the same. Box 47 could be viewed as a worksheet that displays how the duties and taxes were derived as the first four columns display the types of duties and taxes calculated, the tax based (dollar amount) used to calculate the duties and taxes, the prescribed rates for each type of duty or/and tax to be calculated, and the dollar amount for each duty or/and tax calculated.

Another point the user must be familiar is the last (narrow) column for Box 47 labelled "MP" which stands for "Mode of Payment". This column may contain either a "0" or "1" such as in this case meaning that the totals displayed in Box 47 and in "Accounting Details" are to be ***collected***. If the column contained "0", the system may still displayed the duties and taxes that the item would have normally paid but is ***not*** to be collected.

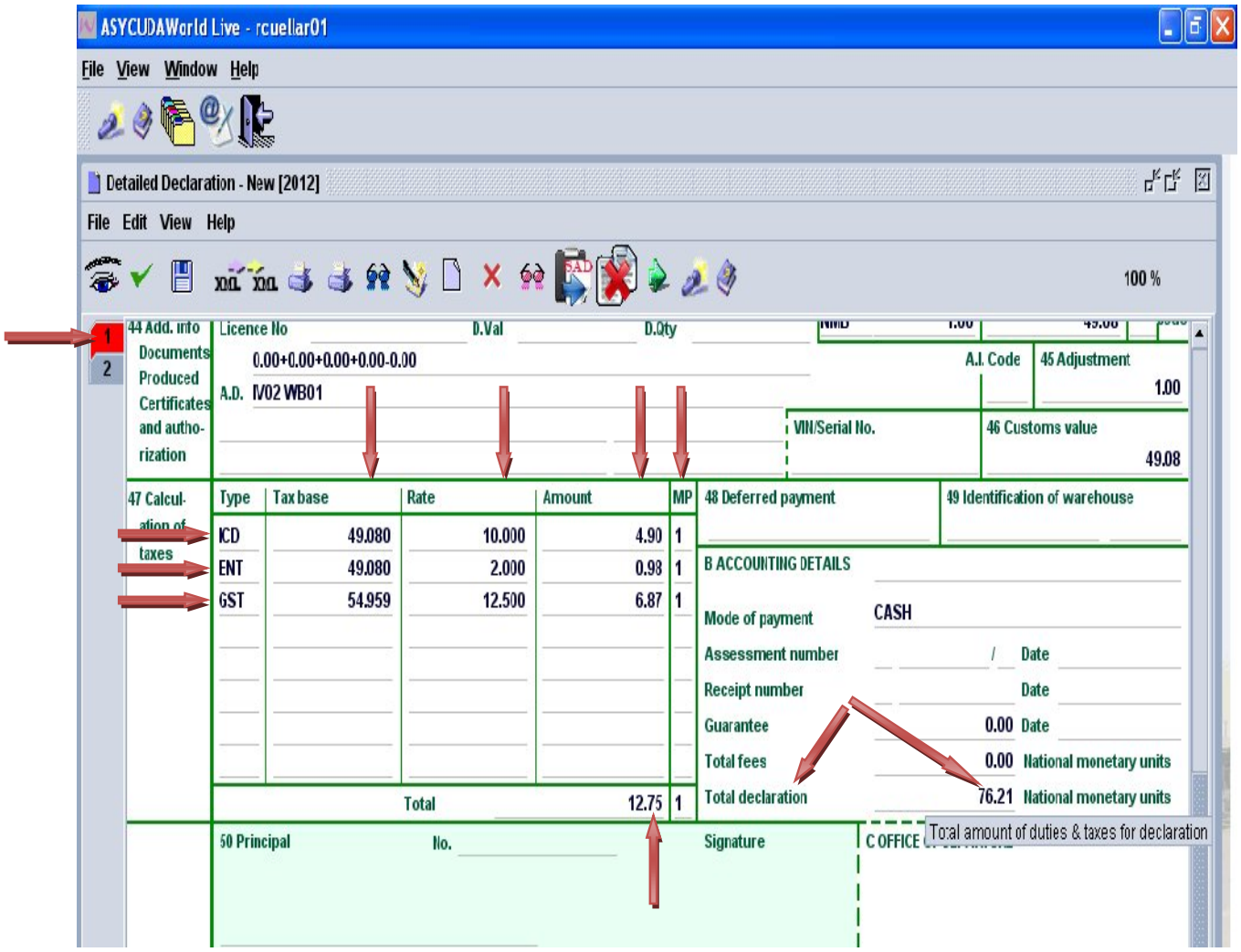

Figure 36: Duties and Taxes (Item 1)

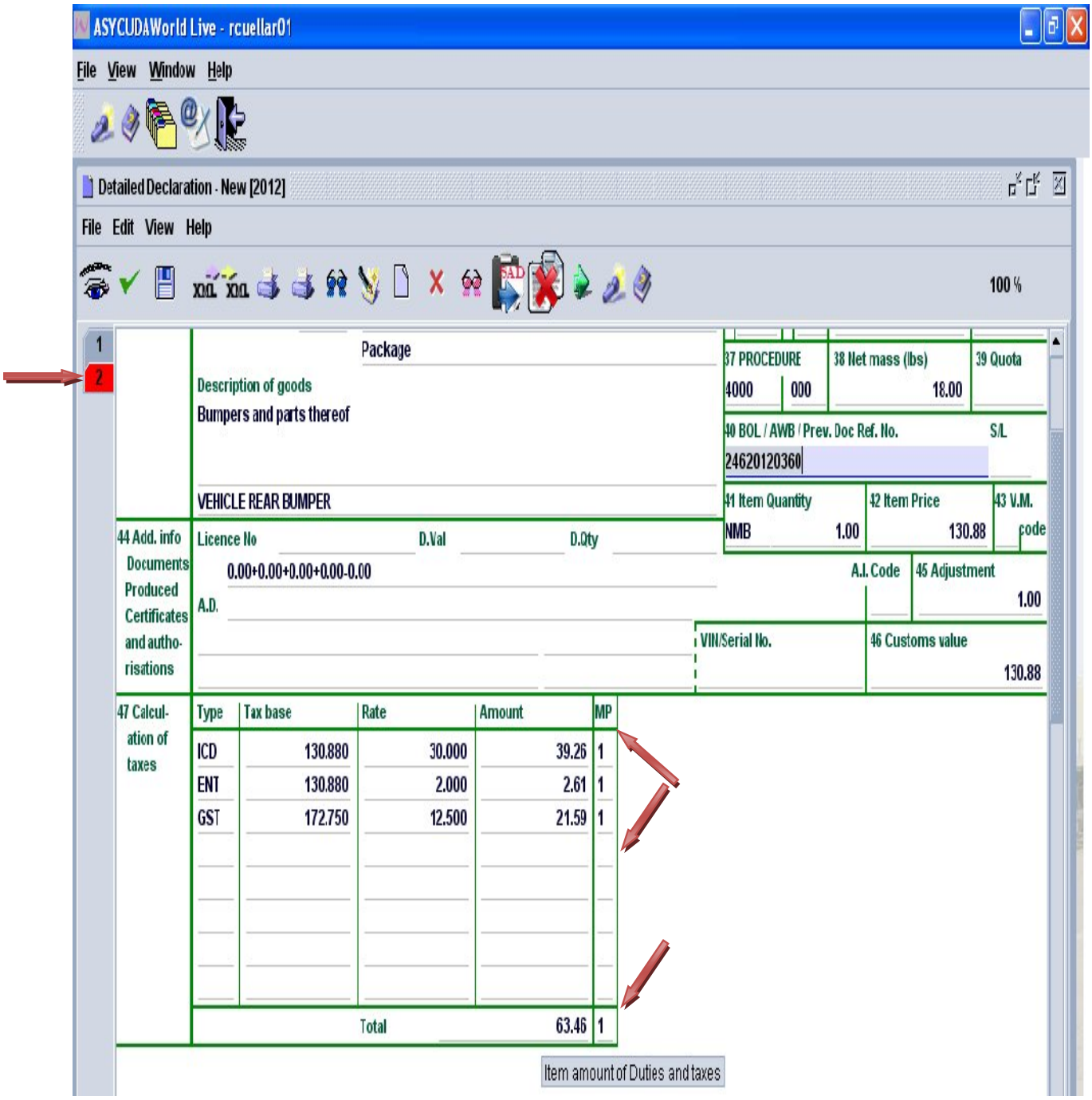

Figure 37: Duties and Taxes (Item 2)

To get a summarized view of the total duties and taxes calculated for any Simplified Declaration, the user may also navigate to the "Assessment Notice" tab located in the group of tabs (fourth from the left) at the bottom of the SAD form. An assessment summary is given that shows a breakdown of the total duties and taxes calculation by Tax Code (ICD, ENT, GST, etc) and Tax

Description (Import Duty, Environmental Tax, Government Sales Tax, etc). At this point the Courier Declarant is in a position to advise their clients about duties and taxes payable on their shipments ***before*** assessment is done. Once a declaration is registered and assessed, the declarant can no longer make any adjustments to it. Figure 38 demonstrates below.

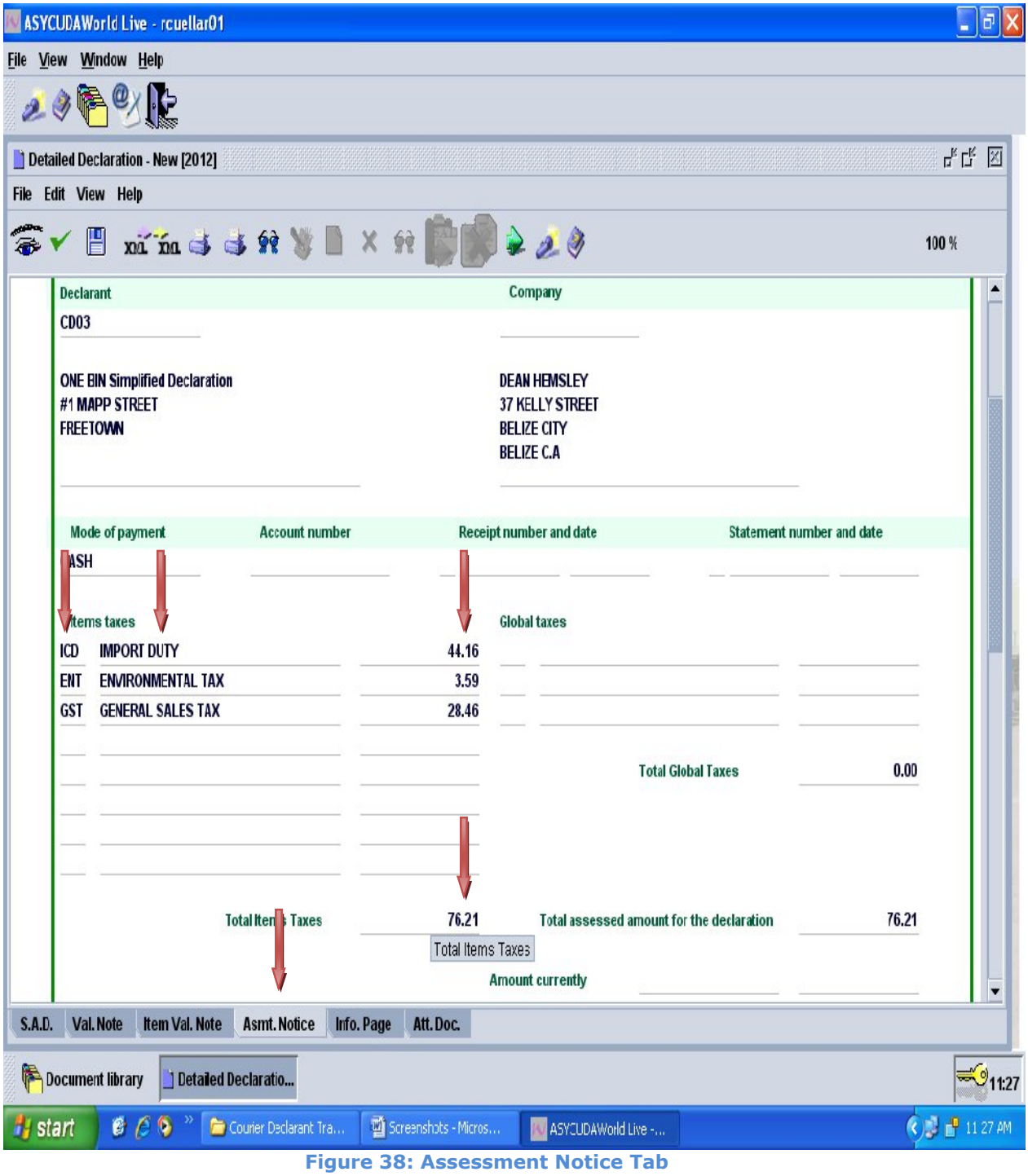

Figure 38: Assessment Notice Tab

Once all aspects of the Simplified Declaration are acceptable, the next step is to register and assess the declaration. This is achieved by clicking on the green "Check-mark" icon at the top of the SAD form (second from left) as shown in Figure 39 below.

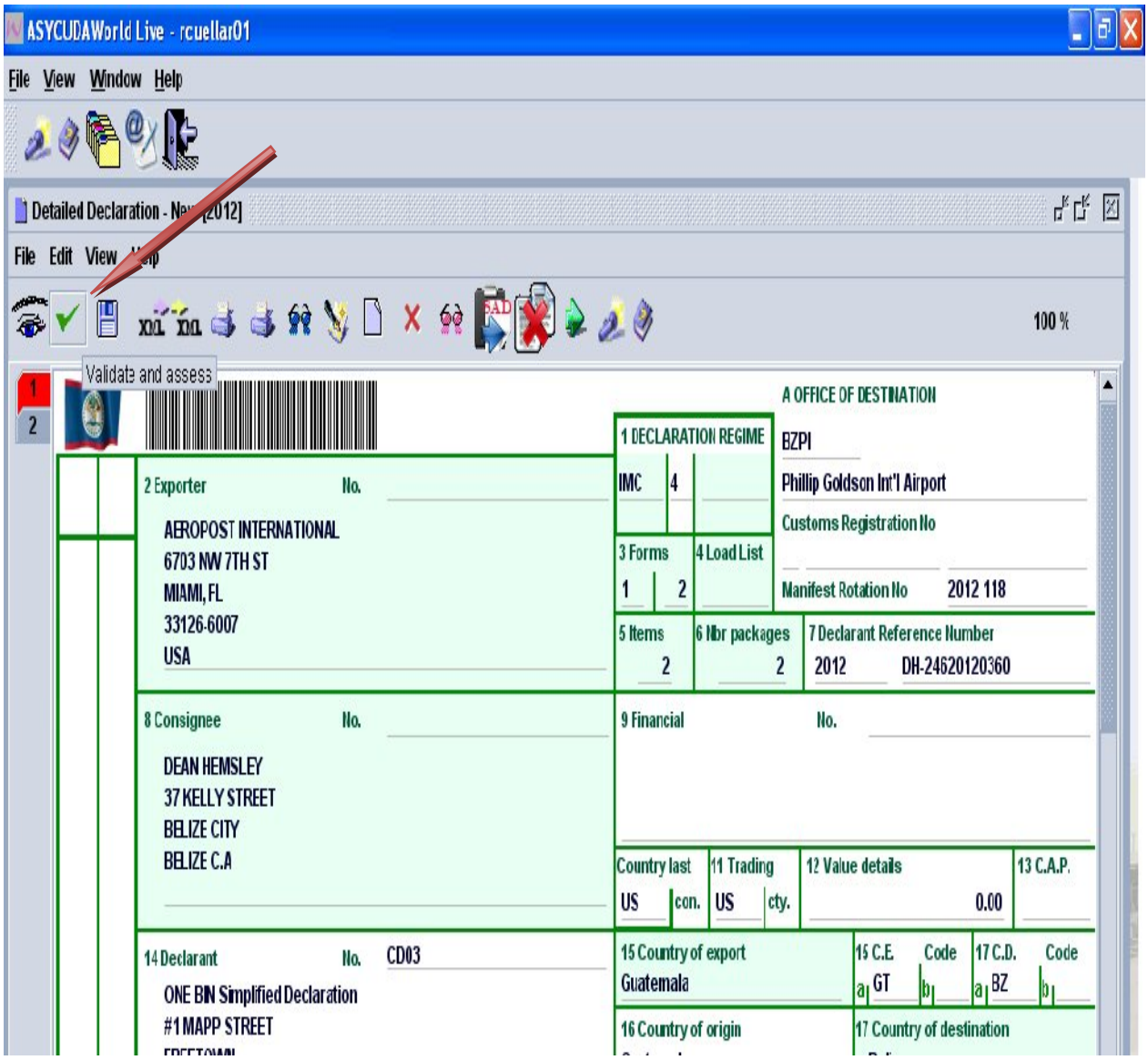

Figure 39: Validate and Assess

The system goes through one last set of checks and balances, and if everything conforms, a message is displayed asking the user to confirm the "validate and assess" request. This serves as a last chance opportunity for the declarant to be sure that he/she is ready to assess the

declaration, since after assessment the declarant no longer has access to the declaration except to view it. Figure 40 demonstrates below.

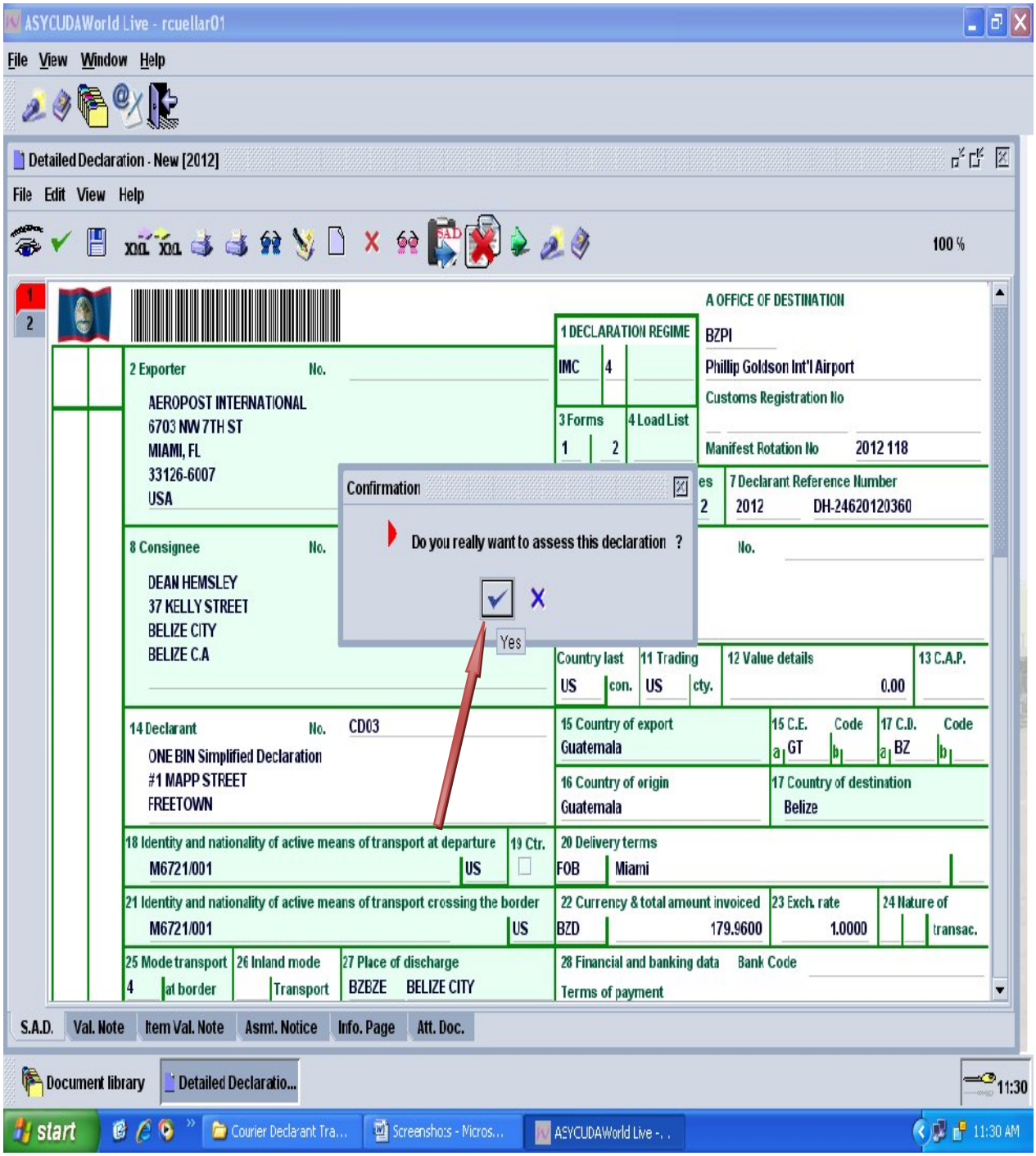

Figure 40: Assess Declaration?

After clicking on the "Check-Mark" icon to proceed with the assessment will be presented with another message window that shows a successful completion of the Simplified Declaration. The message window includes the Declarant's Reference Number (assigned by the system using the year, Declarant's Code and waybill number), the Customs Reference Number (C XXXX) which is a sequential number assigned by the system, and the Assessment Number (L XXXX) which is also a sequential number assigned by the system and usually coincides with the Customs Reference number.

Also included are options for requested printed documents relating to the declaration with each option having a check box next to them for the user to click as choices. The two chosen in our example requested a printout of the assessment notice and a printout of the declaration itself. The reason for these two options is because the assessment notice is required to take to the commercial banks to make payment of duties to the Government's account, while the declaration printout is required by customs for cargo examination. Figure 41 demonstrates below.

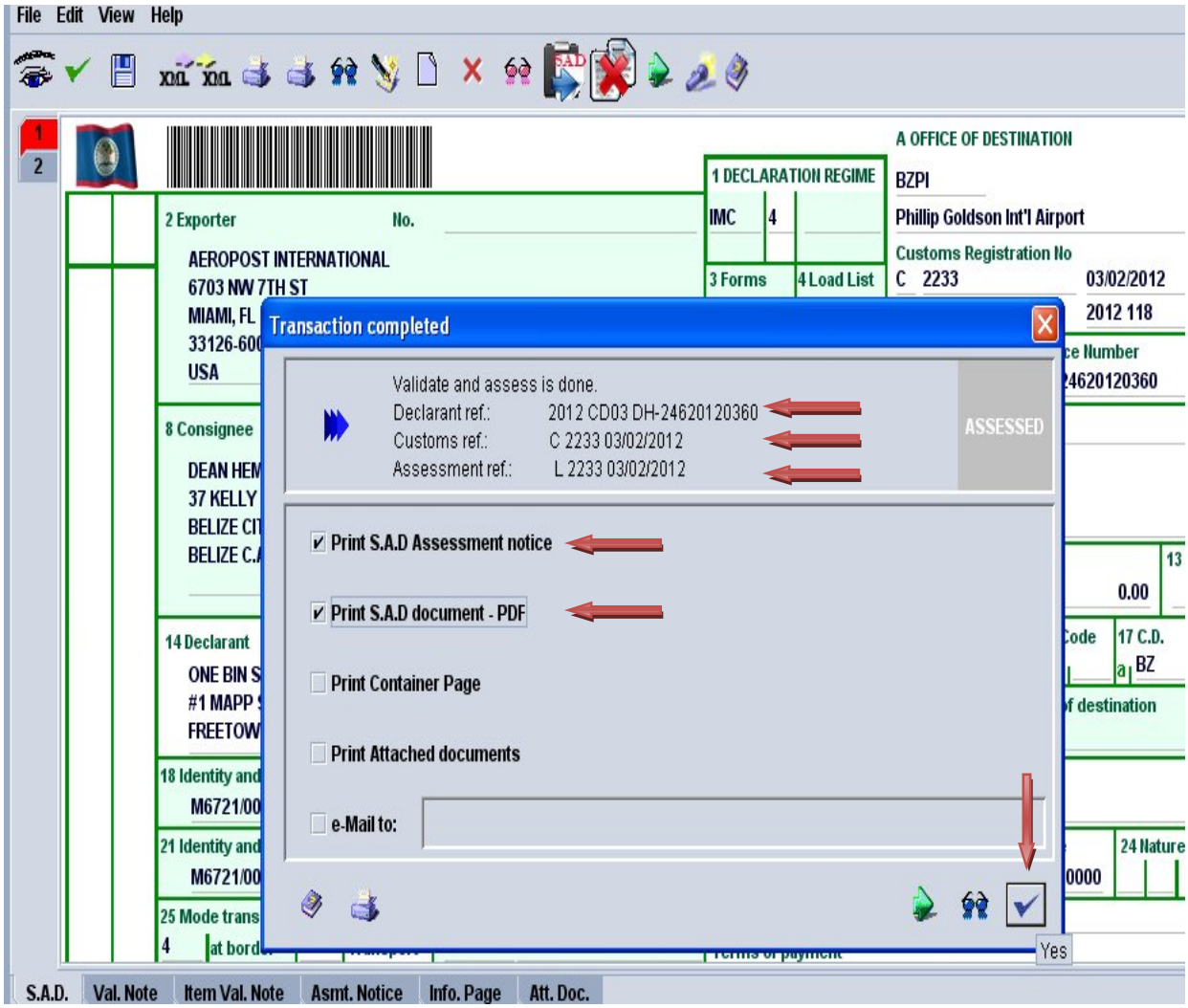

Figure 41: Assess Details and Print Options

Even though it is not required to attach documents to Simplified Declarations, Customs requires that the supporting documents (invoices, etc) be presented for examination purposes.

After clicking on the Check-Mark icon at the bottom right of the message window, another window is displayed that simply says “Printing...” which remains in view for a few moments while the system generates PDF documents for the Assessment Notice and Declaration as specified in the printout option window. Figures 42 to 46 below demonstrate.

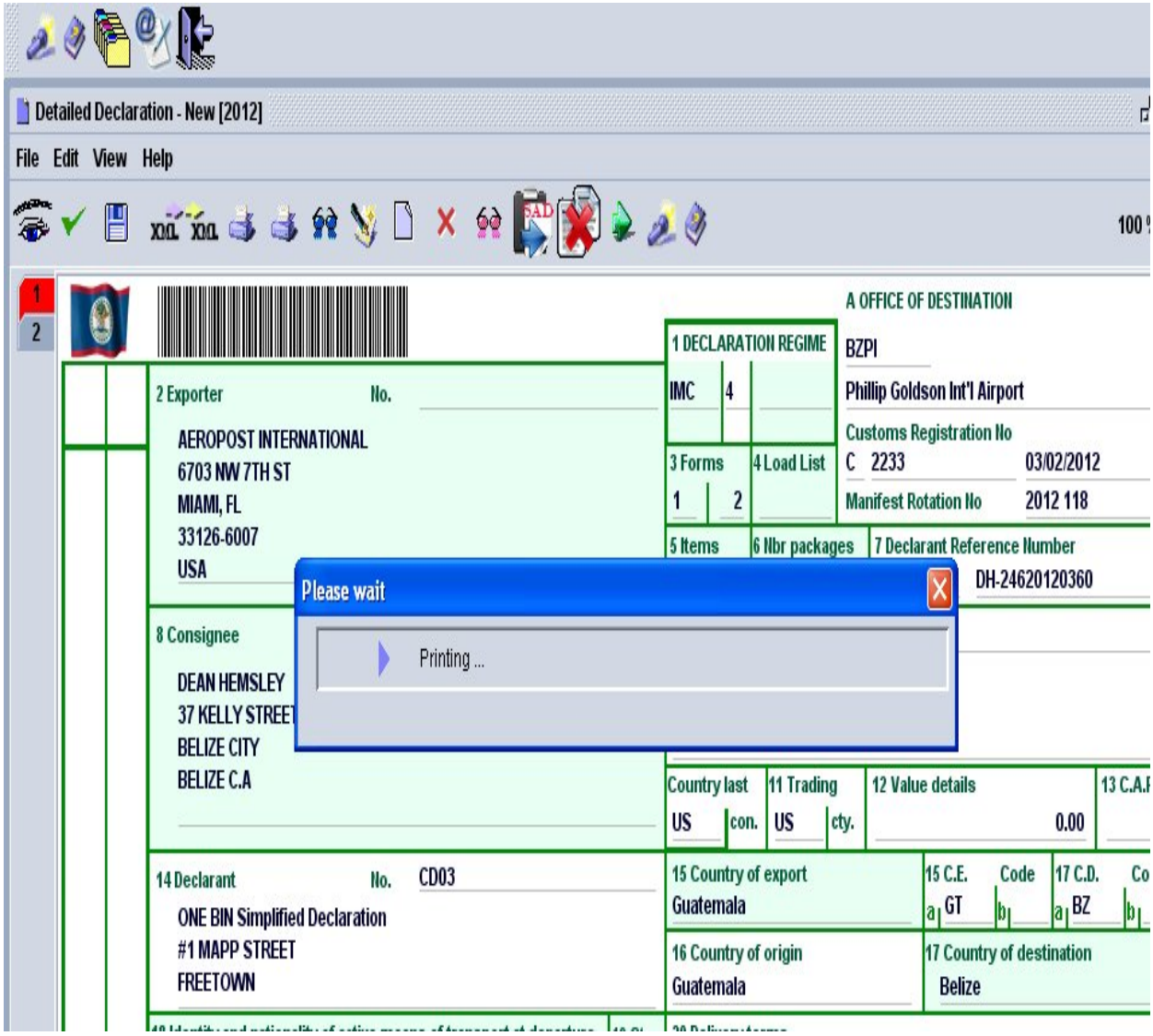

Figure 42: Printing Notice

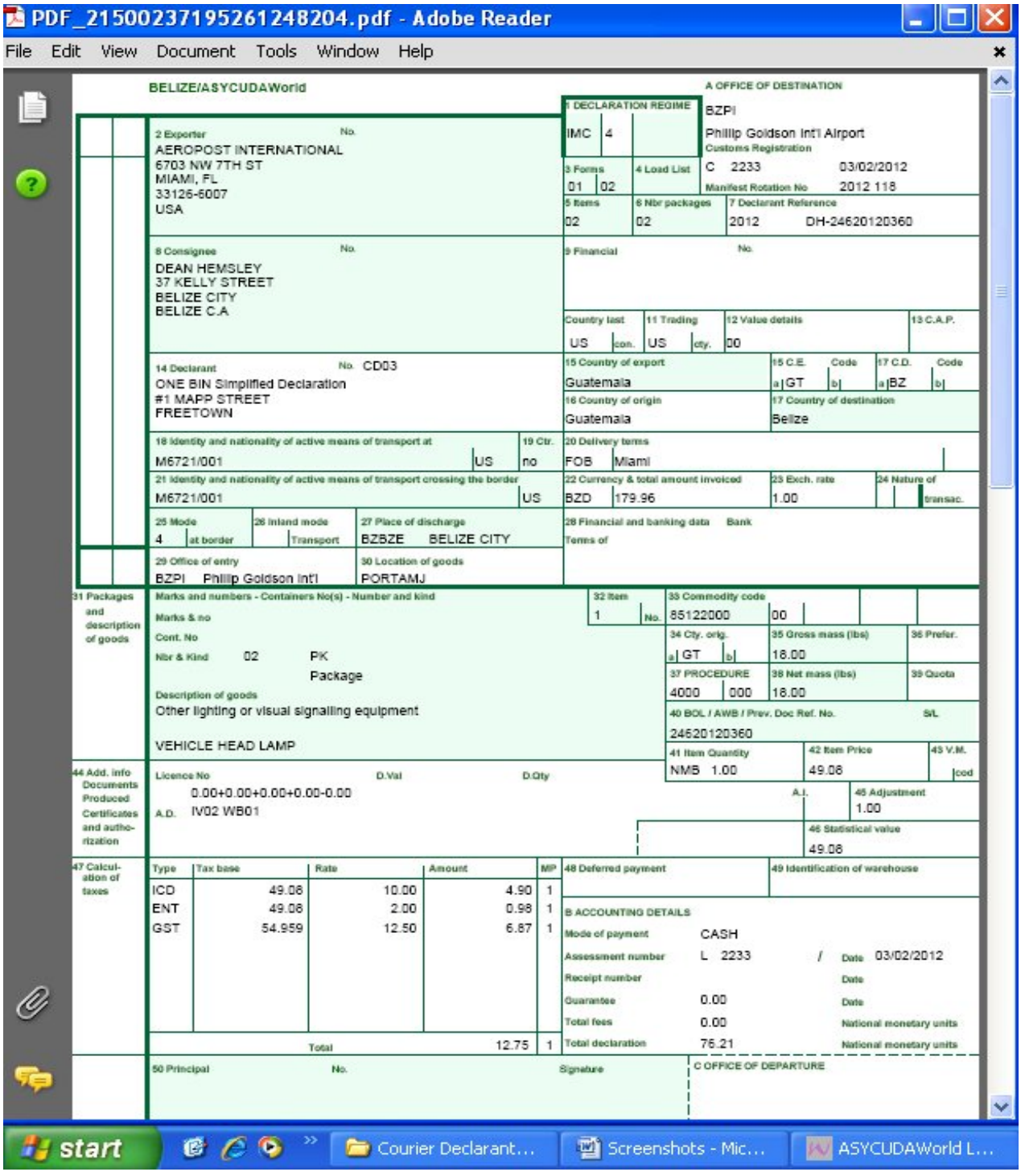

Figure 43: Declaration PDF

The Declaration PDF document is a replication of the SAD form with all details. Adobe Reader is required to view these PDF documents and since the PDF document becomes independent of ASYCUDAWorld, the computer's print functions in Adobe Reader take over the printing functions. Depending on the version of Adobe reader on the PC, the print command may look something like this:

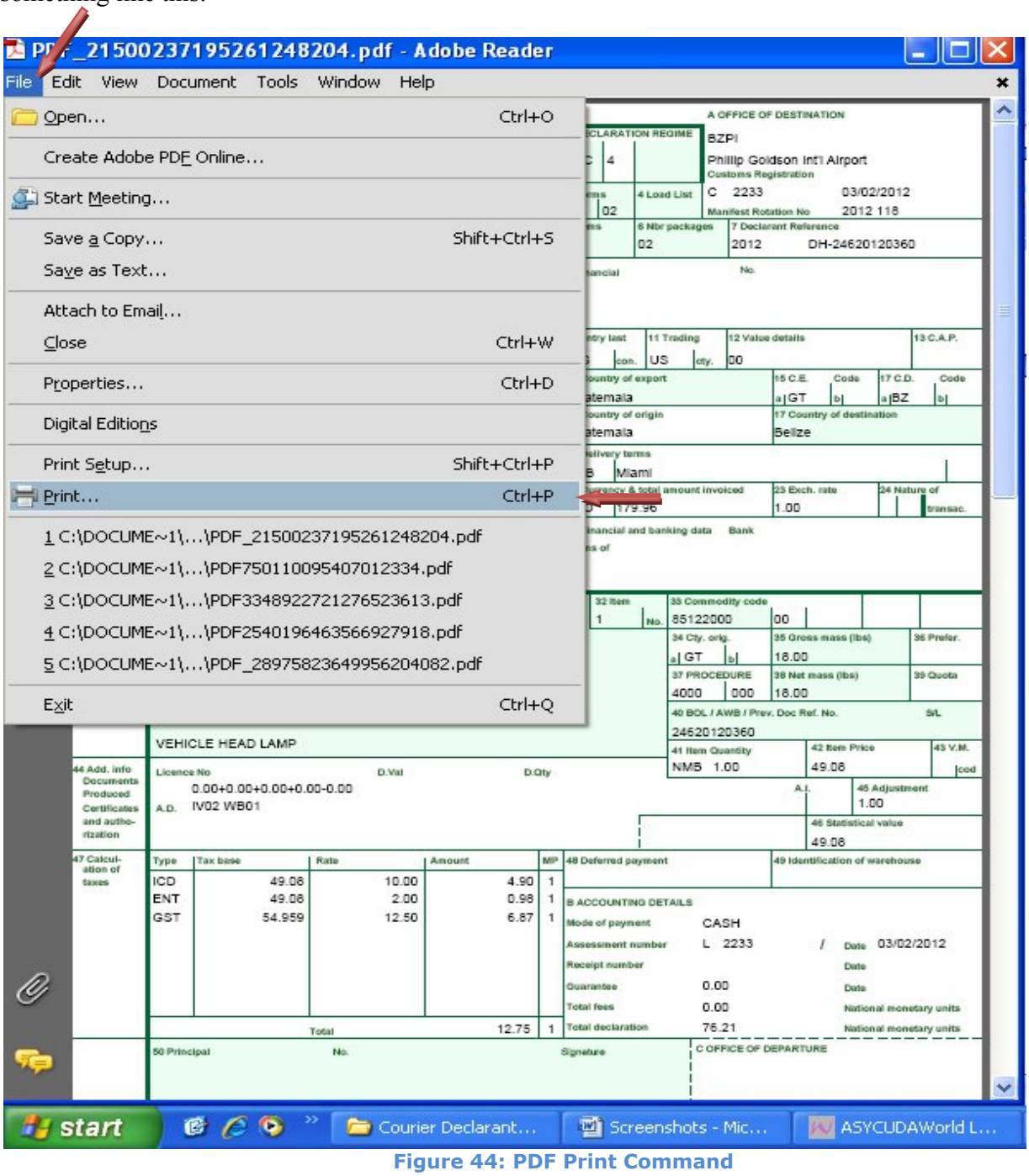

Figure 44: PDF Print Command

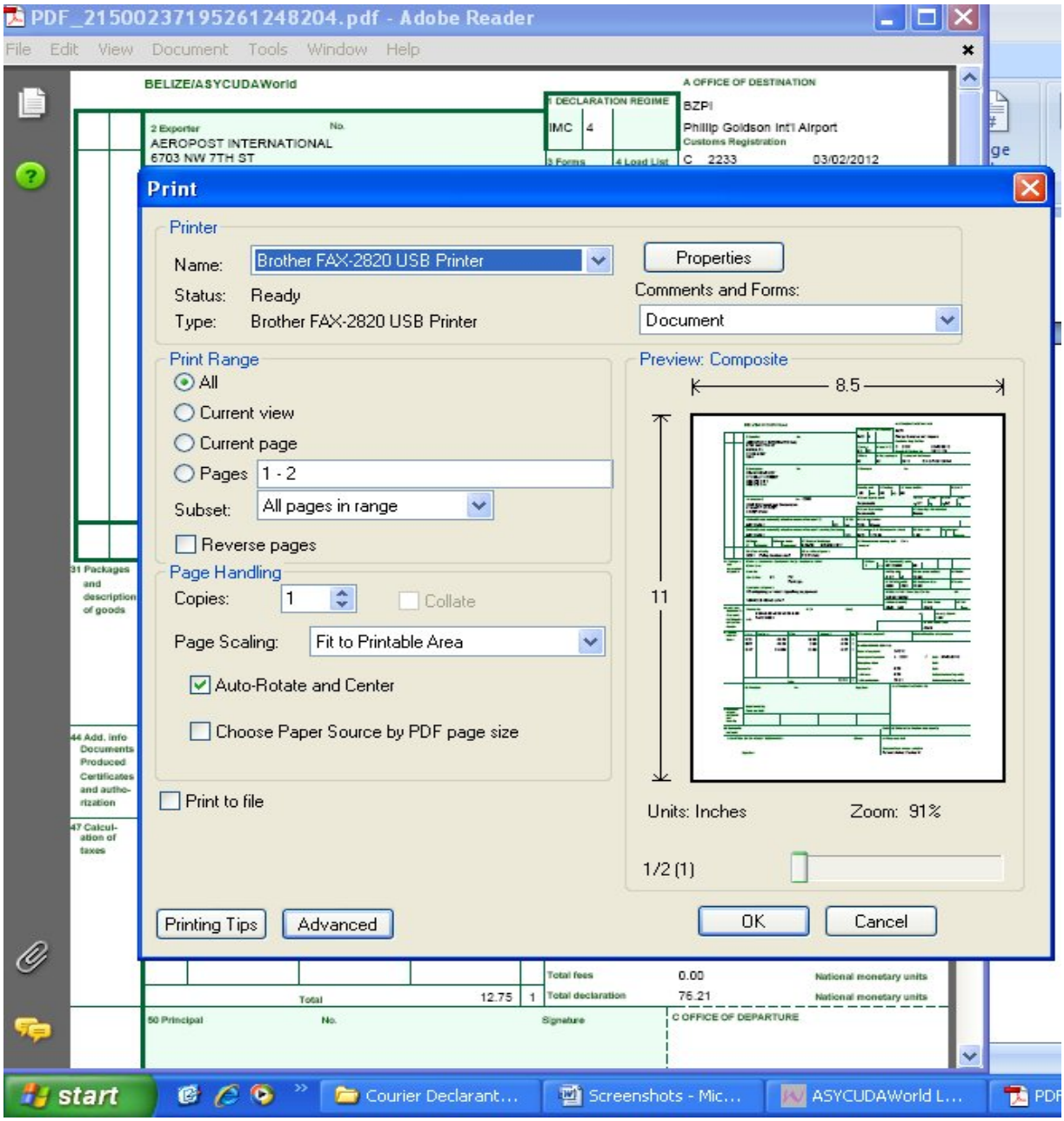

Figure 45: PDF Print Screen

The same is done for the Assessment Notice PDF printout which is a replica of the Assessment Notice Tab for the SAD.

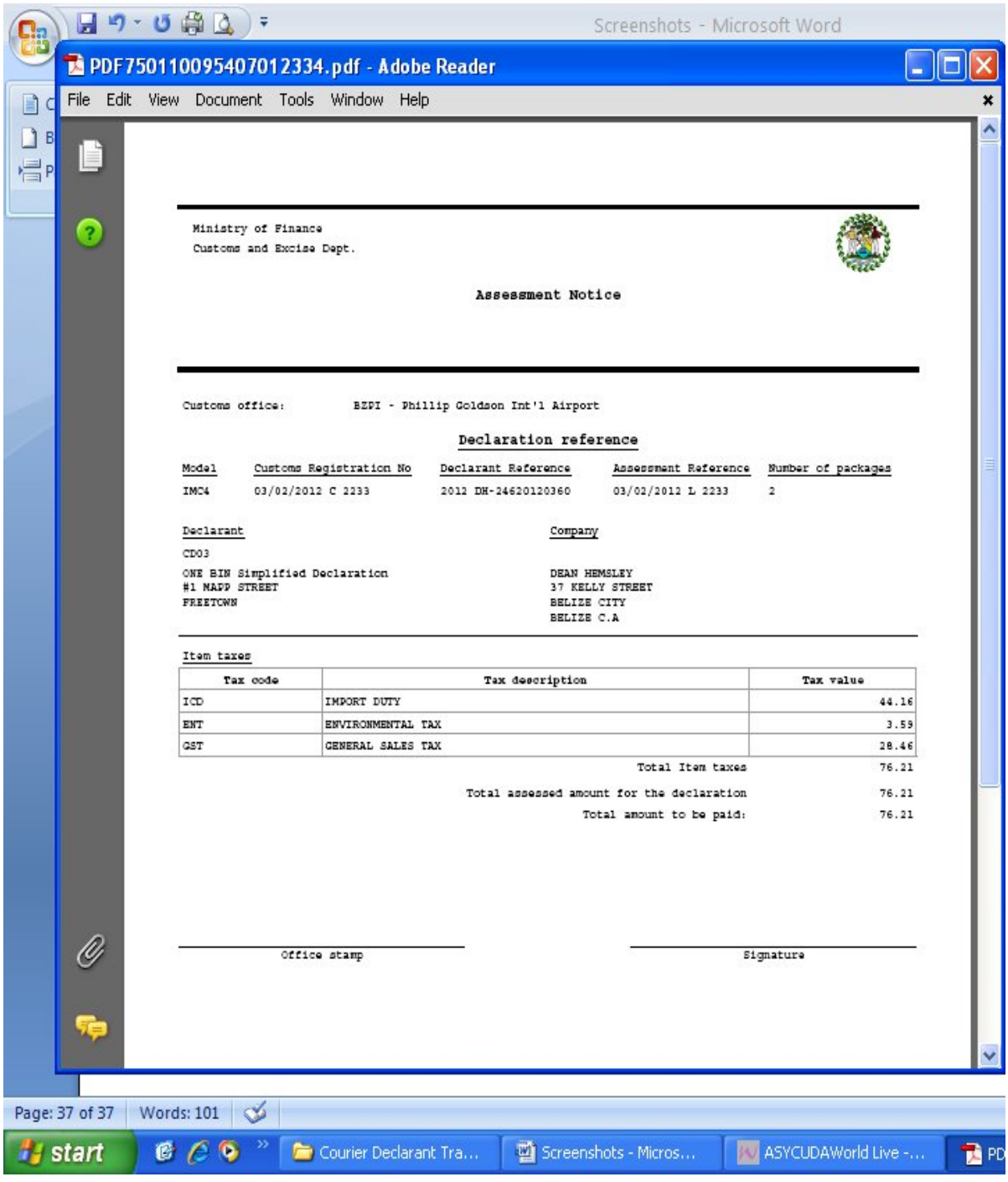

Figure 46: Assessment Notice PDF

Printing is done as shown in Figure 44 and 45 above. Bothe the Declaration and Assessment PDF may be saved on the user's local hard drive for file management as may be fitting for the Courier Company. For example, if the user wishes to save both PDF files, it may be achieved as shown in Figures 47 to below.

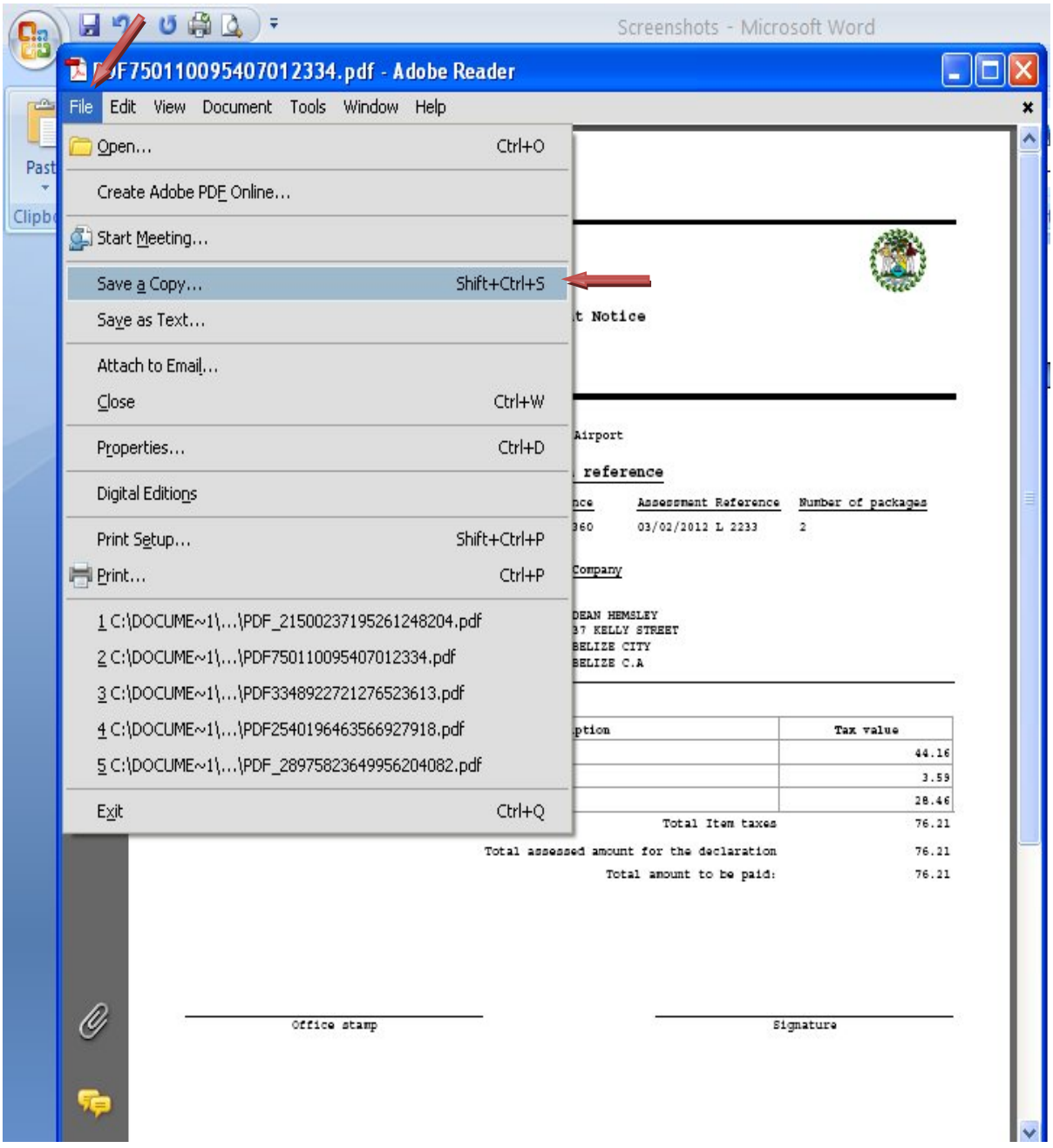

Figure 47: Save a Copy

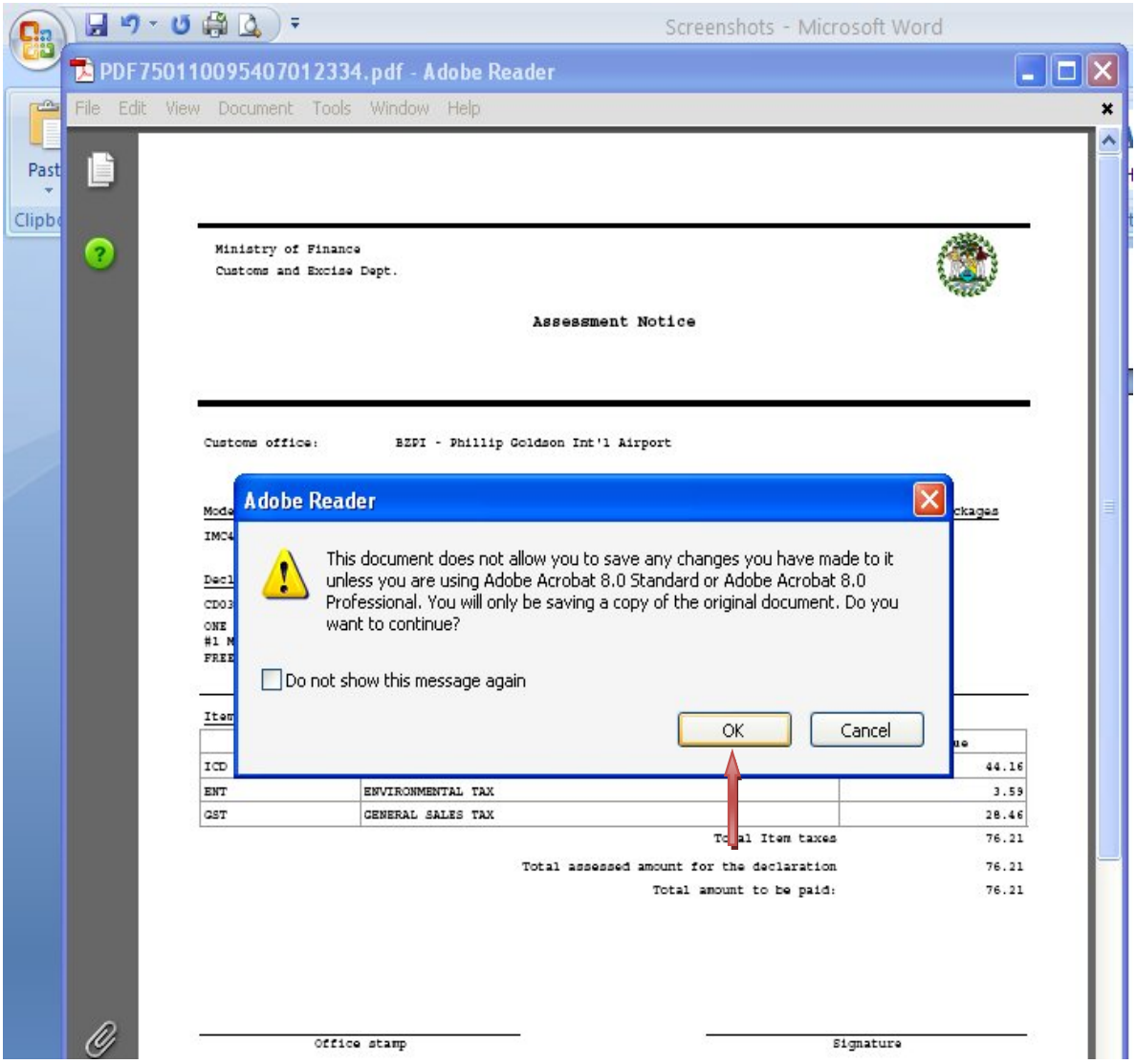

Figure 48: Un-Editable Message

PDF function provides a message to warn the user that the contents on the PDF document cannot be changed. Next choose a suitable name to save the file.

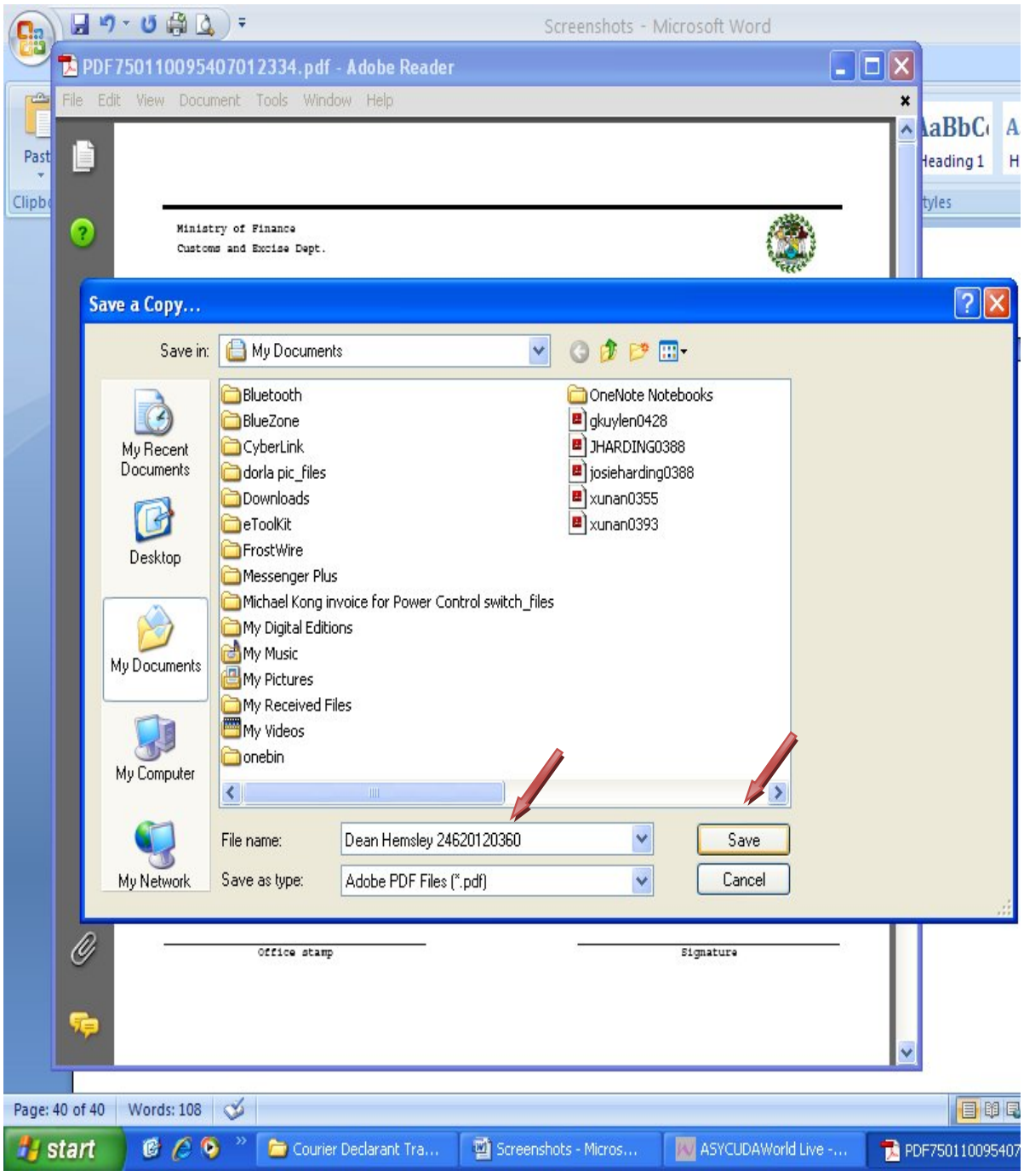

Figure 49: Save As...