

RADDE_x

Uganda Revenue Authority

Clearing Agent User Manual, Version 1.0

October 26, 2007



USAID
FROM THE AMERICAN PEOPLE



RADDE_x developed in partnership with East and Central Africa Global Competitiveness Hub, a USAID project

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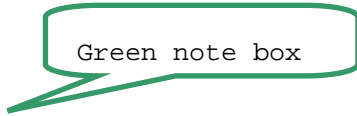
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Document standards



Draws attention to particular part of a picture



Quick explanation or direction to information elsewhere in the manual

Bold Italics

Indicates this item appears in the screenshot

Minimum requirements to access and use RADDEx

1. Internet Access
2. Web Browser (i.e. Internet Explorer)
3. Microsoft Word (only necessary if you would like to be able to print the C63)
4. TIN number
5. RADDEx password

Introduction

Understanding RADDEx and its Benefits to You as an Agent

RADDEx is a computer system provided by Uganda Revenue Authority to make your work as an agent more efficient, more productive and more accurate. Our aim is to work with you towards reducing delays in getting your goods to the market place and ultimately increasing your profit margins.

In the ongoing effort to facilitate trade in East Africa, Revenue Authorities throughout the region have introduced modern computerized systems and methods with great success and benefits to all trade stakeholders. At a meeting of Commissioners General of the East African Revenue Authorities held on April 21, 2006 it was agreed that measures be taken for quick confirmation of goods by Customs administrations in importing countries. The logical method for achieving this lies in creating a seamless and efficient customs network by providing interconnectivity among the Revenue Authorities' computerized systems.

Over the past two years, Kenya Revenue Authority (KRA) and Uganda Revenue Authority (URA) in partnership with the East and Central Africa Global Competitiveness Hub (ECA Hub) have been discussing the interconnectivity of the URA's ASYCUDA++ and KRA's SIMBA 2005 Customs IT Systems. These discussions have given rise to the RADDEx system.

The joint initiative, RADDEx, intends to greatly benefit trade and trade stakeholders by further reducing the time and cost of cargo clearance at East African borders through introduction of an electronic communication channel between KRA and URA (see Fig 1). This channel will effectively allow Kenya's Simba 2005 customs system to exchange data with Uganda's ASYCUDA++ system.

Initially data communicated through RADDEx will consist of exports, re-exports and transit declarations that have been cleared by customs in country of departure and reconciliation data from goods accepted in country of entry. Data security has been addressed at every level of the RADDEx system to ensure confidentiality and integrity among the trade stakeholders. RADDEx is expected to benefit all stakeholders with particular positive impact on importers/exporters, shippers and freight forwarders, transporters and Revenue Authorities.

Implementation of the RADDEx system by KRA and URA will serve as a pilot project to eventually link all Customs IT systems in the region.

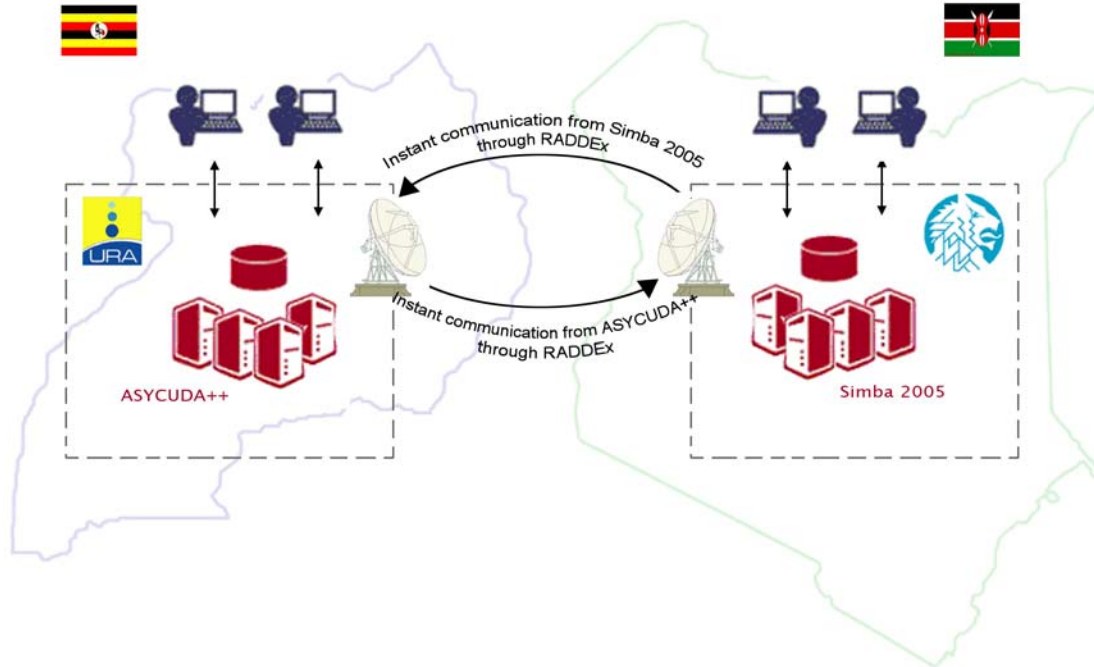


Fig 1: The RADDEx System

RADDEx is a computer system that electronically communicates a customs declaration lodged in Kenya through the Kenyan SIMBA 2005 system and allows an agent in Uganda to claim the electronic declaration. Claiming a declaration on the RADDEx system will generate a file that can then be accessed by the ASYCUDA system and will already contain all the information as it was lodged in Kenya. This provides a number of immediate benefits for you as an agent, most notably:

- Advance information of arriving goods
- Expedited clearance through customs
- Drastically reduced data capture
- Reduced time in clearance procedure and reduced operation costs

1. Obtain a Username and Password for RADDEx

RADDEx is fast becoming a mandatory step in the customs clearance process. In order for an agent to access RADDEx, he/she must have:

1. TIN number
2. RADDEx password.

To request a password please email a request with your TIN number to:

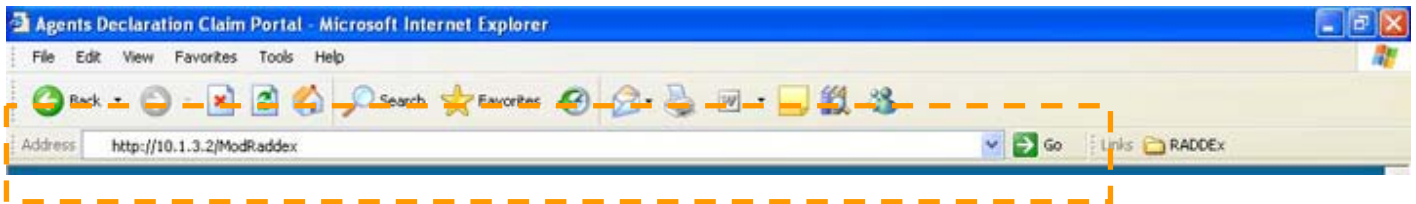
xxx@domain.com

2. Find RADDEx on the Internet

1. Open Internet Explorer
2. In the address bar of Internet Explorer type in

<http://196.xxx.xxx.xxx/xxx>

3. Press ↵Enter or click the Go button



Screenshot 1: Internet Explorer address bar

You should see the following screen which means you are now ready to login to RADDEx:

A screenshot of the RADDEx opening page. The page has a blue border and a white background. At the top, there is a header box with the text "Revenue Authority Digital Data Exchange Declaration Claim Interface". Below this, the main heading reads "Provide your authorization credentials". The login form consists of three input fields: "Tin No.", "Password", and "Station/Office". The "Station/Office" field is a dropdown menu with "UGKLA" selected. Below the input fields is a "Sign in" button. In the bottom right corner, there is a tagline: "Developing uganda together".

Screenshot 2: RADDEx opening page

3. Login to RADDEx

1. Enter your **Tin Number**
2. Enter your RADDEx **Password**
3. Choose the **Station/Office** where you are processing the declaration
4. Press the **Sign In** button

Screenshot 3: Log in to RADDEx

If your login is successful you will see the following screen

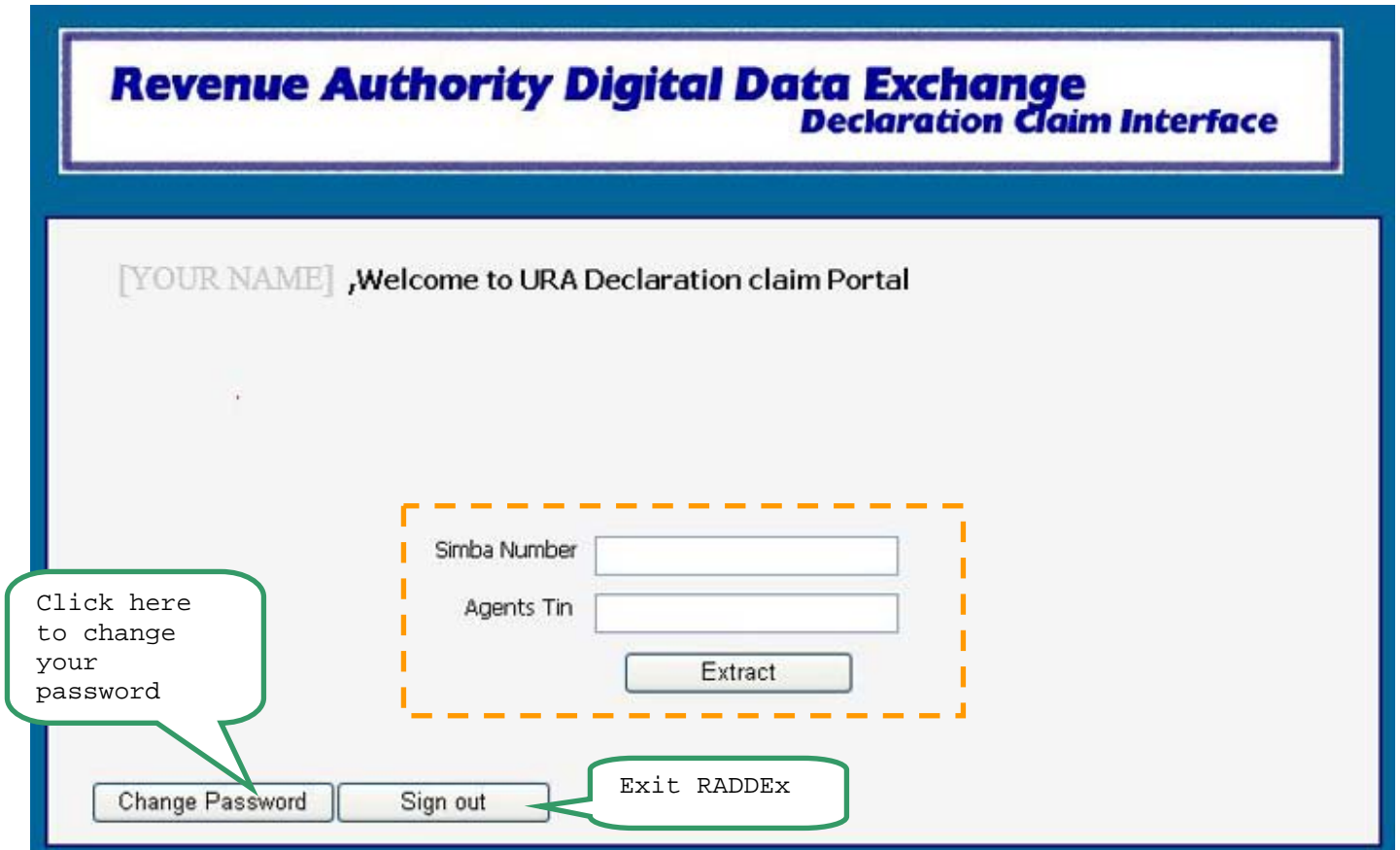
Screenshot 4: Successful login

If your username or password is invalid you will get an ERROR message. Please check your username and password and try again.

Screenshot 5: Unsuccessful login

4. Retrieve Your Declaration

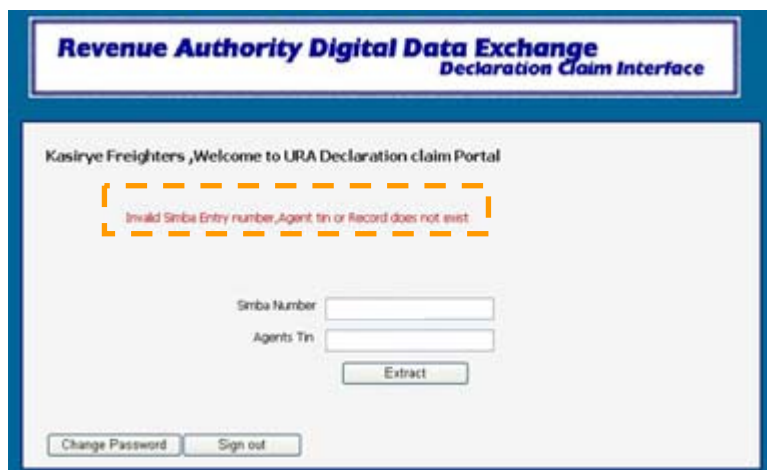
1. Enter the **SIMBA Number** as it appears on the Kenyan Declaration (C63)
2. Enter the **Agents Tin** number of your Kenyan clearing agent counterpart
3. Press the **Extract** button



Screenshot 6: Retrieve your declaration

If the declaration exists in the system it will display on the screen. Proceed to section 5.

If there is an error in your details the following screen will display. Check you entries and try again.



Screenshot 7: Invalid details for claim

5. View / Print Your Declaration (General Segment)

1. Your declaration will display on the screen in the C63 format. Verify that it is indeed the declaration that you are seeking.
2. Click **Declare** to continue with the claim process.
3. Click **Generate MS Word File** if you would like to download the C63 as a word document for storage or printing. (Note: This requires that you have Microsoft Word installed on your computer.)

Revenue Authority Digital Data Exchange

Declaration Claim Interface

Transit Declaration Form

Simba Number: 2007ELD34307

[Generate MS Word File](#)

Customs Procedure Data
IMPORTS/EXPORTS/TRANSIT/WAREHOUSING

| | | | | | | |
|---|---|---|--|---------------------------------|---|--|
| 1. Exporter/Consignor EAIPLY WOODS LTD ELDOBIT | | PIN No P000620627C | 2. Clearance Office Code ELD | 3. Regime Code EE | 4. Frontier office MLB | FOR OFFICIAL USE DECLARATION NO 2007ELD34307 S. DATE 03/1/2007 |
| | | 5. Manifest No. - | | | 8. Voy/Flight/Vehicle Reg.No./V. | |
| | | 6. Date Arrival/Dep. 1/1/2011 | 7. AWB/B/L No. - | | | |
| 9. Importer/Consignee EABLY BUILDERS AGENCY EALPALA | | PIN No | 10. Total Items 3 | 11. Total Packages 500 | 12. Country of Consignment EE | |
| | | 13. Account holder No./Prepayment Account No. | | | 14. Port of destination MLB | |
| | | 15. Guarantee No. | 16. Bond Amount | | 17. Bond Security No. | |
| 18. Declarant/Agent EAIPLY WOODS LTD ELDOBIT | | PIN No P000620627C | 19. C/WC/1 st Destination | 20. Declarant Preferences | | 21. Valuation Method/Rating |
| | | 22. Bank/Branch Ref. No. | | | 23. Country of Final Destination UG | |
| 24. Mode of Transport 4 | 25. Nationality of Transport | 26. Place of Discharge/Loading ELD | 27. Terms of Delivery | 28. Terms of Payment 100 | | 29. Estimated Period in Warehouse/Transit |
| 30. Location of Goods | | 31. Warehouse Code/name/address | | 32. RO Number | | 32a. Total Customs Value \$71440 0000 |
| 33. Vehicle Order | | 34. Via (Countries) of Transit EE | | 35. Seal Nos. | | 36. Total Gross Weight 17466 |
| Item No 01 | a. Shipping Marks & Nos./Container No. INV. NO. 262040, LORRY NO. EAH 3632 | | b. CPC EE00 | c. Commodity Code 4410900000 | | d. Net weight (KG) 4000 |
| f. Goods Description | | f. Country | g. Pickups Rate | h. Invoice value | i. Customs value | |

Declare

Screenshot 8: View / Print Your Declaration

6. Claim Your Declaration

This process will automatically generate a SAD file which can be loaded into ASYCUDA++. Once you have completed the process you will no longer find this declaration on RADDEX.

1. Select the **Regime** (either IM8 or IM4)
2. Enter a **Reference Number** (this is a free text field for your own purposes)
3. Enter your **Importer Tin**
4. Enter the country code for the **Country of Export**
5. Enter the **Location of Goods Code**
6. Select the **Terms of Delivery**
7. Select the **Entry Border Office**
8. Select TRUE / FALSE if this is a **Containerized Consignment**
9. Enter the **Identification and Nature of Means of Transport at the Border**
10. Press **Check Entries**
 - a. If your entries are valid the **Generate Sad** button will become available
 - b. If there is an invalid entry you will be notified and must make the changes and repeat step 10
11. Press the **Generate Sad** button

Revenue Authority Digital Data Exchange
Declaration Claim Interface

If you accept to claim the declaration fill out these options and submit

Regime: IM8

Reference Number:

Importer Tin / Consignee:

Country of export: Enter Country code , i.e. UG,KE, US,UK e.t.c

Location of Goods Code:

Terms of Delivery: FOB

Entry border office: UGMAL

Containerized consignment: TRUE

Identification and Nature of means of transport at border:

Next / Cancel Generate Sad Check Entries Sign Out

Exit RADDEX

If you do not wish to claim this declaration but do not want to exit RADDEX

Button is available only after you successfully Check Entries

Once entries are valid you can "Generate Sad"

Screenshot 9: Claim your declaration

6. Claim Your Declaration (cont'd)

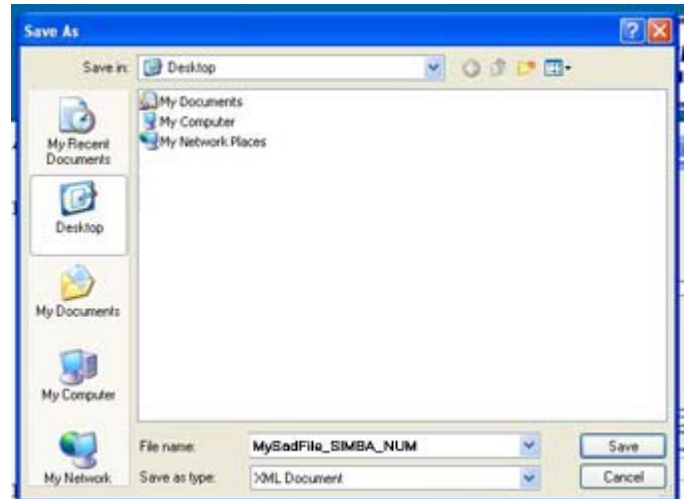
12. When the Save File box appears press **Save**

13. You will be asked to choose where to save your file and what to name it

- a. We recommend that you save it to a New Folder (e.g. Declarations) where you will save all your declarations
- b. We recommend that your filename include the SIMBA Number for easy identification

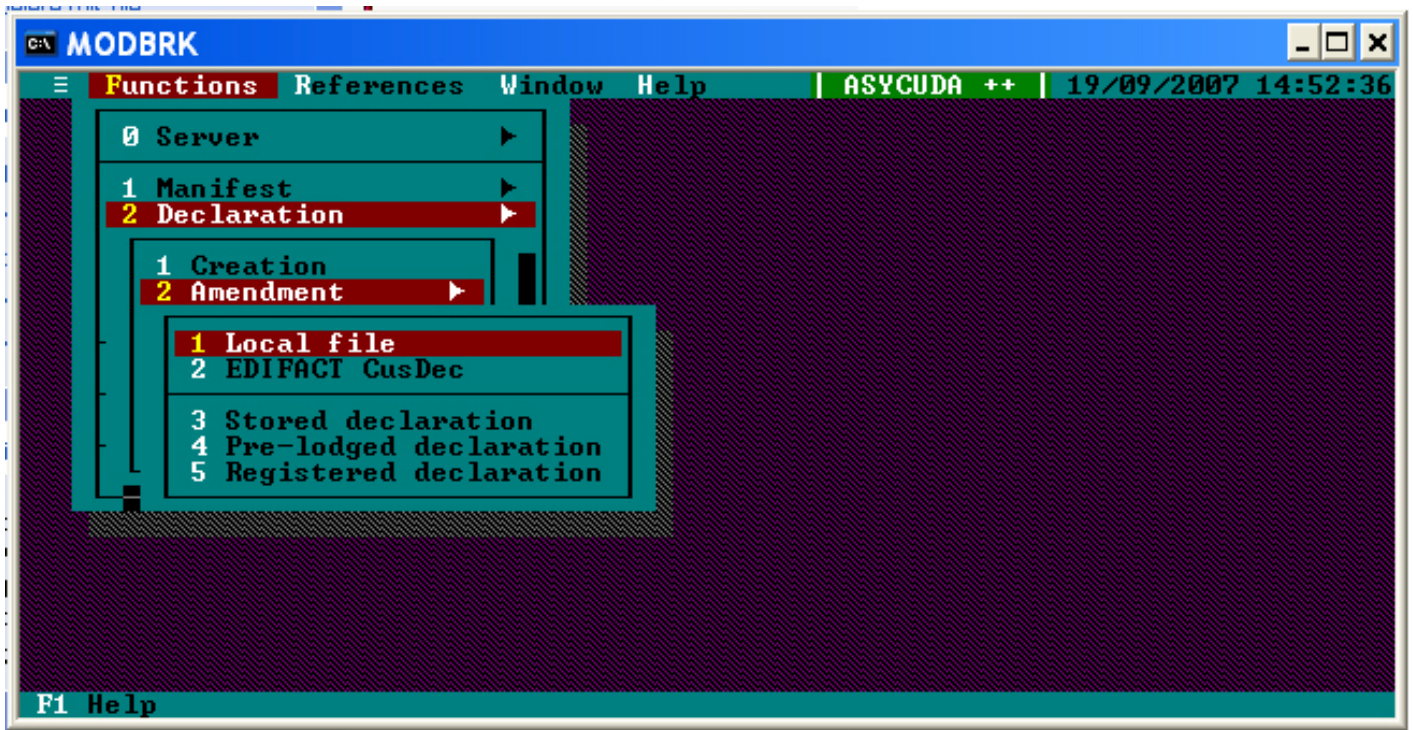


Screenshot 10: Save SAD file



7. Load the File in ASYCUDA++

1. Log into ASYCUDA++
2. Select Functions on the top menu
3. Select **2 Declaration** → **2 Ammendment** → **1 Local file**



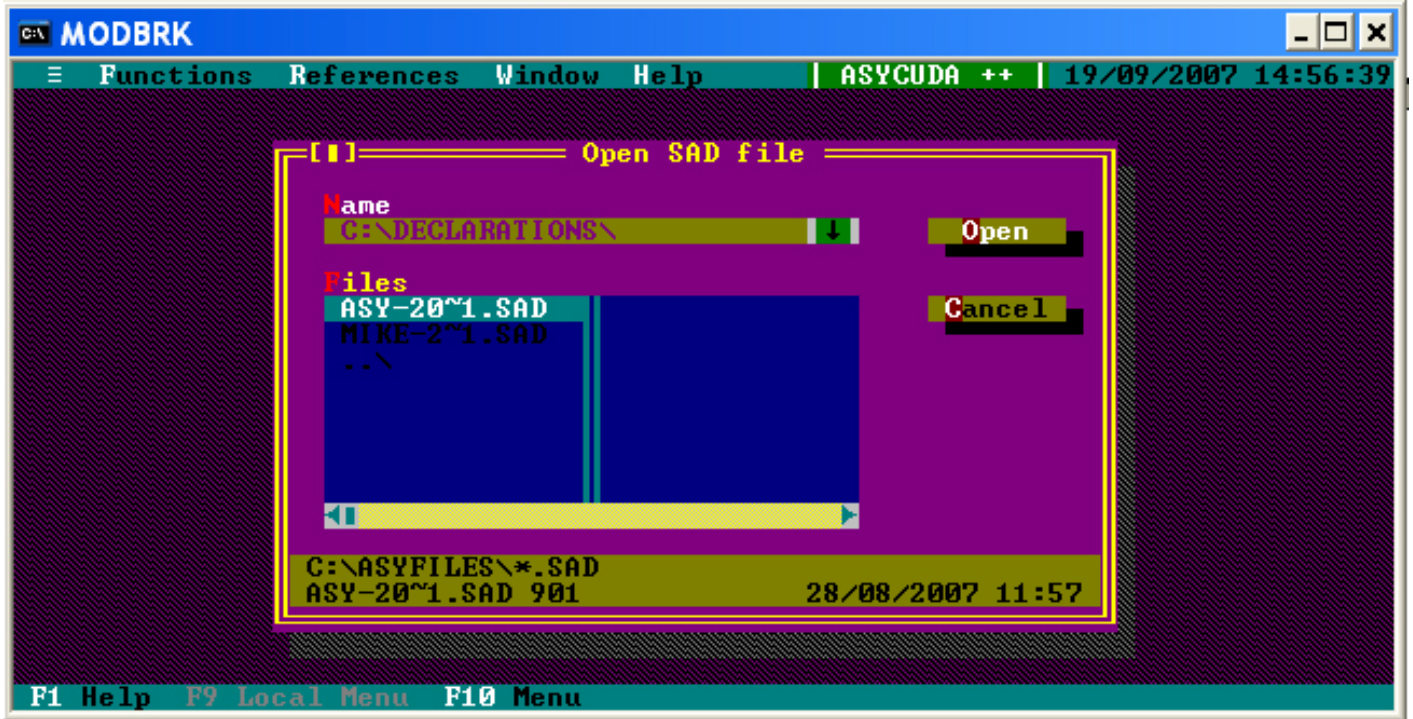
Screenshot 11: Load file in ASYCUDA++

4. Ensure that your directory is the same as where you saved the SAD file



Screenshot 12: Find local file in ASYCUDA++

5. Choose the file from the list of **Files** [screenshot 12]



Screenshot 13: Choose your local SAD file



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