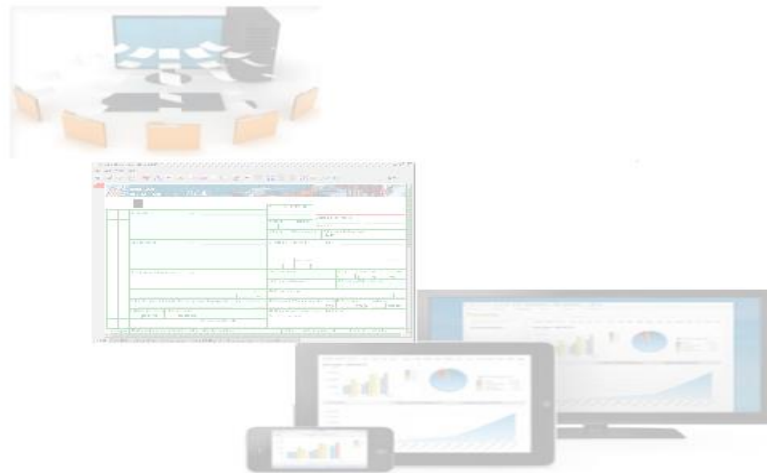# BARBADOS REVENUE AUTHORITY

Brokers and Broker Clerks

User Manual

Prepared by

ASYCUDA World Project Unit

1

2   Contents

1.   Introduction

The declaration processing feature is the core component of ASYCUDA. It reflects both the system behavior and the Customs practices. Its main environment includes the customs tariff, reference tables and taxation rules.

This user manual was developed to help users of ASYCUDA World to familiarise themselves with the system's declaration processing functions. The user will be guided through the ASYCUDA World menu options and tools, the Single Administrative Document (SAD), the declaration processing steps and declaration control. The functions included are based on the ASYCUDA core system for the processing of Customs Declarations. They aim to speed-up processing of documents, minimise paper document handling, implement systematic working methods and optimise allocation of resources.

ASYCUDA promotes and supports the application of modern customs operational principles. These include selective examination practice, trader compliance incentives, effective management of customs clearance, payment schemes to facilitate trade and secure duty collection, and control of the routing of trade to approved Customs Clearance Offices.

Access to ASYCUDA World is to be granted through an application process. A user or director of an entity applies to the Revenue Commissioner using the prescribed form called "ASYCUDA WORLD USER AUTHORIZATION FORM". The form makes provisions for a principal user (The applicant) and persons who can act on behalf of the applicant. Each commercial type applicant account will be linked to a national tax payer Identification Number, being a Value Added Tax (VAT) or Taxpayer Identification Number (TIN). Thus, each user included on an application will also be linked to the principal tax payer ID. The Barbados Revenue Authority will issue each applicant and its designated user(s) with a login name and initial password to enable access to ASYCUDA World. Once a user has logged in successfully, the system will force a change of password based on a predetermined level of complexity that enhances the strength of the password. Once the password is successfully changed, the user may subsequently change the password at his or her discretion. However, the system will force a change of password every six months or whenever a user request a password change due to a forgotten or compromised password.

Welcome to ASYCUDA World!

2.   Login Process

The ASYCUDA World (AW) login is provided via a web portal @ http://asycuda.bra.gov.bb:8085. Two accesses are provided. One allows access to the Training server and the other for the Production server. To avoid confusion, different login credentials will be provided for the training and production server. Kindly follow the following steps to login to AW:

1. Proceed to the web portal and click on the training or production icon
2. A login dialog will be presented as shown in **Figure-1** below

Figure 1 – Login Dialog

3. Enter your username and password and Click the check icon ☑ or press the "Enter" key.

BEFORE WE START

There are some basic information that should be provided to users before they start using AW, mainly:

1. A thorough knowledge of the application interface *as far as declaration processing is concerned*.
2. Clear understanding of the SAD form fields and its subsequent forms.

3.   Invoking the SAD

A sequence of strokes is issued until the SAD form is reached. The following steps illustrate the aforementioned sequence:

3.1. AW Main Menu
Once the AW is run and the user logs in with the right credentials, the **AW main menu** is displayed on the screen (**Figure-2**). Each of the main menu options will be discussed in its appropriate location.
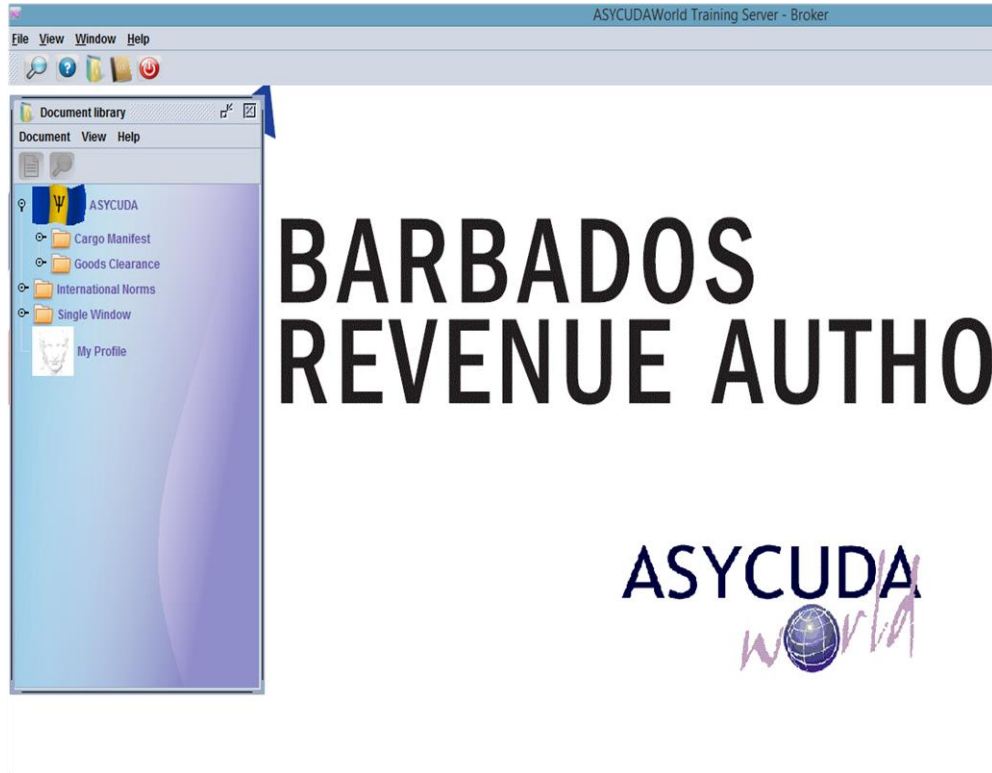
Figure 2 – AW Option Menu

3.2. Expanding the 'Goods clearance option

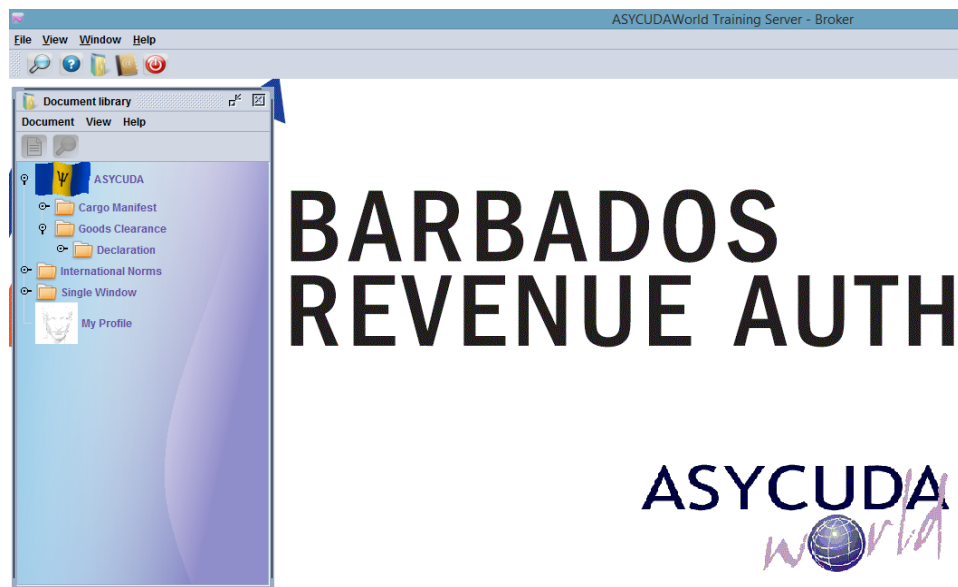Clicking once on the **Goods clearance** option shows the details as shown in **Figure-3**.

Figure 3 – Expanding Goods Clearance Option

3.3. Expanding the "Detailed Declaration" option

This option is the main concern of this manual. It contains two major operations that could be done on a customs declaration: (i) completing a new declaration and (ii) finding a declaration using different search criteria. AW provided a powerful search tool; the Finder.
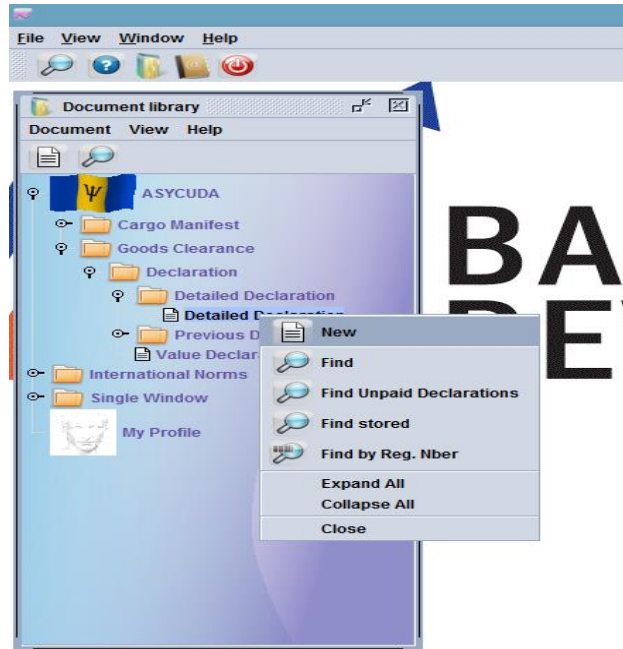

Figure 4 – Expanding Detailed Declaration Menu

The SAD form is displayed as in Figure 5 along with subseqent forms.

The SAD form (Detailed Declaration) is composed of ONE main form and SEVEN subsequent forms, namely:

1. SAD (Main form) and SAD item page (multiple item declaration)
2. General Valuation Note and Item Value.
3. Assessment Notice form
4. Information page form
5. Other Attached document form
6. Other Scanned documents form
7. Scanned Invoices and Supplier details.

Figure 5 – SAD Form Displayed

SAD (Main form)

SAD main form consists basically of two segments: (i) the general segment and (ii) the item segment. The general segment covers general information about the whole consignment such as exporter, consignee, declaration type, etc., while the item segment contains all necessary information needed to clear the consignment such as commodity code, value, country of origin, etc… The SAD fields are listed and described in **Table-1**.

3.4. Explanation of the SAD data elements:

Box No.	Box Caption	Description
A	**Customs office of declaration**[*]	A customs office at which a declaration is lodged In case of IMPORT the field name is: *Office of destination* while in Export it is: *Office of dispatch/Export*.
1	**Declaration**[*]	Type of declaration code according to the standard (EX1, EX2, IM4, etc.)
2	**Exporter**[*^]	Party who makes, or on whose behalf, the export declaration is made and who is the owner of the goods or has similar right of disposal over them at the time when the declaration is accepted. In case of IMPORT, the exporter is residing outside the country of destination and, consequently, his information does not exist in the reference data tables. Thus, his information is entered manually as written in the transaction's documents. In case of EXPORT, his information should be stored in the relevant reference table and could be filled in automatically either popped up or using the finder.
3		Used by the system

Box No.	Box Caption	Description
4	**Load List**	The number of loading lists, manifests or similar documents (known as bill of lading)
5	**Items**	Number of declared items
N/A	**Manifest**	Reference number to identify a manifest
6	**No. packages**	Total number of packages for the whole declaration; packages are made in such a way that they cannot be divided without first undoing the packing
7	**Reference number**	Trader's Declaration reference number. A number given to the declaration from the trader's register. The trader can use it to retrieve/modify his declarations.
8	**Consignee**[*]	Name [and address] of party who makes, or on whose behalf a Customs clearing agent or other authorized person makes, an import declaration. This may include a person who has possession of the goods or to whom the goods are consigned.
9	**Financial**[*]	Name and address of the party responsible for either the transfer or repatriation of the funds relating to a transaction
10	**Country last con.**[*]	Country from which goods have been or will be consigned prior to final importation
11	**Trading cty.**[*]	Country in which the deal was done (it might be useful as an indicator for the customs value)
12	**Value details**	Additional cost item
13	**C.A.P**[*]	Common Agricultural Policy (for EU countries)
14	**Declarant**[*]	Customs clearing agent; could be the trader, if he is authorized to clear his consignments by himself, or a brokerage agency
15	**Country of export**[*]	Country from which goods are despatched between countries of a Customs union, Despatch country, Country of exportation, Country of provenance
16	**Country of origin**[*]	Country in which the goods have been produced or manufactured, according to criteria laid down for the application of the Customs tariff or quantitative restrictions (quota), or any measure related to trade
17	**C.D.**[*]	Country of destination; the country to which a consignment is to be delivered to the final consignee
18	**Identity and nationality**[*] **of active means of transport at departure**	Means of transport used at the time of presentation (departure for export, arrival for import) of the consignment to a Customs office in the context of a goods declaration
19	**Ctr.**	An indication whether goods are transported in a container or not
20	**Delivery terms**[*]	Terms of delivery, coded

Box No.	Box Caption	Description
21	**Identity and nationality* of active means of transport crossing the border**	Free form description of a type of means of transport
22	**Currency* & total amount invoiced**	Total monetary amount charged in respect of one or more invoices associated with the currency in which goods were purchased. The red underline draws the user's attention to fill in the general valuation note form.
23	**Exch. Rate***	The rate at which one specified currency is expressed in another specified currency
24	**Nature of transact.***	Code-1 specifying a type of contract (main category)
		Code-2 specifying a type of contract (sub-category) Code-1 and Code-2 should read together in order to give a comprehensive description of nature of transaction
25	**Mode transport at border***	Code specifying a type of means of transport
26	**Inland mode transport***	Code specifying a type of means of transport for in-country transportation
27	**Place of discharge***	Name of a seaport, airport, freight terminal, rail station or other place at which goods are loaded onto the means of transport being used for their carriage
28	**Financial and banking data***	Bank code
		Terms of payment
29	**Office of entry***	Customs office at which the goods enter the customs territory of destination
30	**Location of goods***	Name of the place where a specific goods item is located and eventual location in which physical inspection might take place
31	**Packages and description of goods***	Plain language description of the nature of a goods item sufficient to identify it for customs, statistical or transport purposes. The kind of package code is chosen from a pull down menu and the corresponding text is printed on the next line.
32	**Item No.**	Serial number of the item in that declaration
33	**Commodity code***	Code (Harmonised system) specifying a type of goods for Customs, transport or statistical purposes (generic term)
34	**Country of Origin Code***	A code to identify the country in which the goods have been produced or manufactured, according to criteria laid down for the application of the Customs tariff or quantitative restrictions, or any measure related to trade

Box No.	Box Caption	Description
35	**Gross mass**	Weight (mass) of goods including packaging but excluding the carrier's equipment
36	**Prefer. Code**[*]	Code specifying a regime according to which tax is assessed such as preferential duty rate
37	**PROCEDURE**[*]	Code specifying a procedure performed by Customs on goods which are subject to Customs control
38	**Net mass**	Weight (mass) of goods without any packaging
39	**Quota**	Quota reference; when a quota related transaction is in question, eligible traders should fill in this field with the appropriate quota reference. In a well-designed system, when a quota is depleted the trader should be treated differently according to the regulations in force.
40	**BL/AWB #/ Previous document**	Transport Document reference number or Previous Customs entry reference #
41	**Supplementary units**	Quantity of the goods in the unit as required by Customs for tariff, statistical or fiscal purposes
42	**Item price**	Amount due to each chargeable item of goods or service
43	**Valuation method code**[*]	Method used to valuate the declared item
44	**Additional information**	Identifier of a document providing additional information
45	**Adjustment**	Monetary Amount Adjustment. Identifier; To identify an adjustment to a monetary amount such as an allowance or charge. (Percentage converted into a 2-digit decimal fraction)
46	**Statistical value**	Value declared for statistical purposes of those goods in a consignment having the same statistical heading
47	**Calculation of taxes**	A mathematical formula is adopted to calculate the various duties / taxes / fees due on each item of the consignment. This encompasses; duties or taxes applicable to commodities or a type of tax or fee applicable to services. The formula is applied on the tax base relevant to each tax type.
48	**Deferred payment**	Reference number identifying a payment of a duty or tax, e.g. under a transit procedure
49	**Identification of**	To identify a warehouse where a particular consignment has been

Box No.	Box Caption	Description
	warehouse*	stored
50	Principal*	Name and address of a party liable for goods moving under a customs authorisation and, when applicable, a guarantee
51	Intended office transit	Name of the customs office which is responsible for transit formalities en route
52	Guarantee not valid for	Customs office at which a security or guarantee for the movement of goods under a transit procedure is lodged
53	Office of destination and country	Name of the customs office at which goods are released from a Customs transit regime
54	Place and date	To be filled by the representative of the trader indicating the date of the declaration and the name of the representative

Table 1 - SAD Fields and description

4. Creating a SAD

Kindly ensure that all the required documents and information are available before proceeding to complete a Customs Declaration. The information includes:

- (a) the manifest number;
- (b) waybill reference number;
- (c) invoices; and
- (d) any other related documents such as permits or licenses which must be submitted with the declaration.

Also ensure that all ancillary documents are legibly scanned in PDF format and appropriately named. Invoices should be named using the format: **[Invoice_NNNNN_YYYYMMDD],** for example: an invoice with number 12345 of 25-January-2015 will be named "Invoice_12345_20150125.pdf". The maximum file size allowed is 1MB. Caution should therefore be taken when setting the resolution for scan. A larger file will take more time to upload or retrieve a SAD.

4.1. Kindly follow the following path in the document library to create a new SAD:

ASYCUDA>>>Goods Clearance>>>Declaration>>>Detailed Declaration then right click "**Detailed Declaration**" and select **New**
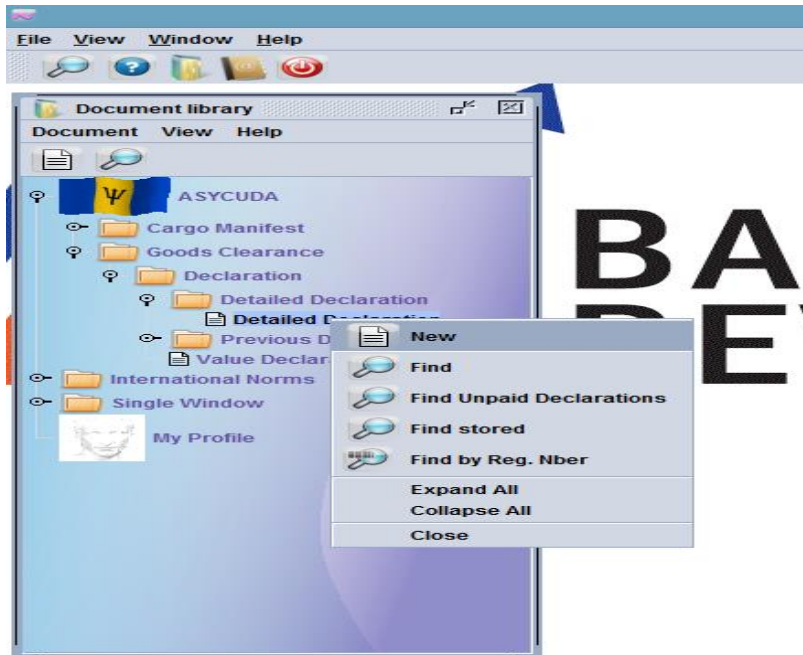
Figure 6 Creating a new SAD

A new SAD form will be opened and must be completed. **Figure-6** shows an example of a completed SAD.

Example of a completed Single Administrative Document – SAD general and item segment:

Items page →

Detailed Declaration - New [2015]

File   Edit   View   Help

1	DECLARATION	BBBBP
2 Exporter No.	IM	4	BRIDGETOWN PORT
VARIOUS			Customs Reference
	3 Pages	4 Total B/L	Manifest 2015 31
	1	1	
	6 Items	5 Nbr packages	7 Declarant Reference #
	1	1	2015 DEMO1
8a Consignee No. 80001380	9 Financial Responsible No.
GOVERNMENT INFORMATION OFFICE	
Bay Street	
St.Michael	
	Country last	11 Trading	12 Value details	13 C.A.P.
	US	coon.	qty.	0.00
14 Declarant Information No. BPS02	15 Country of Export	16 C.E. Code	17 C.D. Code
CUSTOMS & EXCISE SHED II	United States	US	BB
-		a b	a b
	16 Country of origin	17 Country of destination
	United States	Barbados
18 Identity and nationality of means of transport at arrival 19 Ctr.	20 Delivery terms
CARIB TRANS VC	CFR NETT 90 DAYS
21 Identity and nationality of active means of transport crossing the border	22 Currency & Total Amount Invoiced	23 Exch. rate	24 Nature of
	USD 1,751.49	2.0000	1 1 transac.
25 Mode of transp. 26 Inland mode 27 Place of discharge	28 Financial and banking data Bank Code
1 at border Transport BBBGI BRIDGETOWN	Terms of payment
29 Office of entry 30 Location of goods	
BBBBP BRIDGETOWN PORT BBBBPS04	
31 Packages and. description of goods	Marks and numbers - Containers No(s) - Number and kind	32 Item	33 Commodity code	Product Identification
	Marks & no AS CONSIGNED	1 No. 34060090	000 ANG766
	of packages	34 Cty. orig. Code	35 Gross mass (kg)	38 Prefer.
	Nbr & Kind 1 CT	US	100.000	
	Carton	a b	
	Containers No(s)	37 PROCEDURE	38 Net mass (kg)	39 Quota
		4000 000	90.000	
	Other	40 AWB/BL Number / Previous document B/L
		PEVBZE557551
	CANDLES	41 Supplementary units	42 Item Price	43 V.M.
		NMB 1,000.00	1,751.49	code
44 Add. Info Documents Produced Certificates and authorization	License No 3 D.Val D.Qty 1000	A.I. Code	45 Adjustment
	0.00+0.00+0.00+0-0.00		1
	A.D. 380 934	46 Statistical value
		3,502.98
47 Calcul-ation of taxes	Type	Tax base	Rate	Amount	MP	48 Cre/Prepayment Code	49 Warehouse Code
	ICD	3,502.98	20.00	700.60	1	
	ENV	3,502.98	0.00	0.00	1	B ACCOUNTING DETAILS
	VAT	4,203.58	17.50	735.63	1	Mode of payment CASH
						Assessment number Date
						Receipt number Date

S.A.D.   Val. Note   Asmt. Notice   Info. Page   Other Att. Doc.   Other Scan. Doc.   Scanned Invoice(s)

Figure 6 – Example of a completed SAD with two items
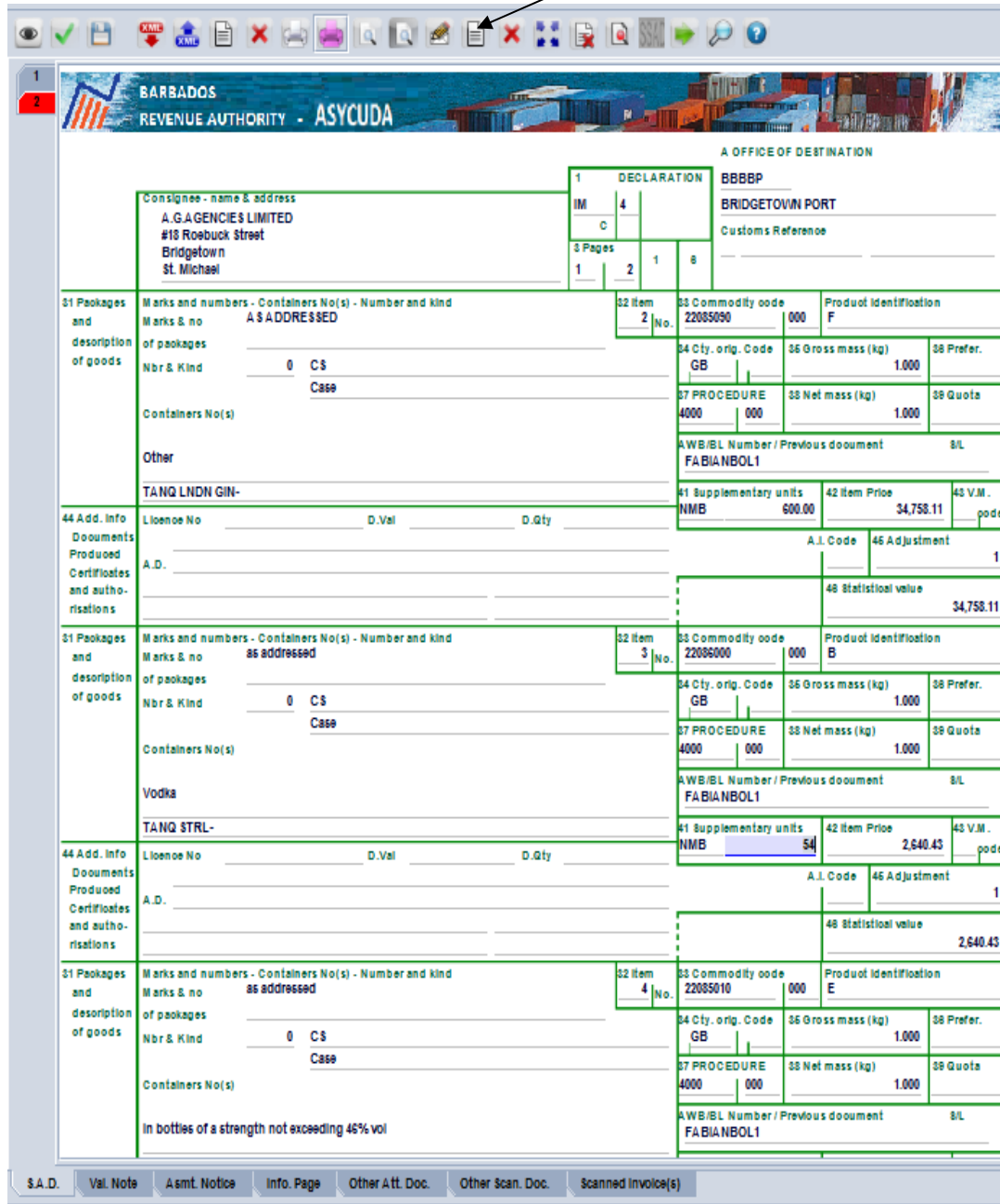
NB: the TABS at the bottom of the main SAD should be used to navigate between forms

5. Adding items to the SAD

The SAD is configured to allow three items per additional page and a maximum of 350 items. Kindly click the "Add Item" icon ▤ to add an additional item page as shown in **Figure-7** below.

Add New Items Page

Figure 7 – Three items additional page

6. Completing the SAD Valuation Note Form

This form, as shown in **Figure-8** below, contains the sum total of all invoices presented with the SAD. Additionally, it allows the input of values that determines the customs value of goods such as cost of freight and insurance. An option is also provided to set the method for apportioning the other charges to the items.

Figure 8 – Valuation Note General Segment.

The fields of the General Valuation Note are:

(a)   Invoice value
(b)   External freight
(c)   Internal freight
(d)   Insurance
€   Other costs

7. Completing the Item Valuation Note

A Valuation form must be completed for each item entered. Each entry should contain the item invoiced value and all other costs such as freight and insurance. **Figure-9** below shows an example of a completed item valuation form. The invoice currency must be entered for each cost entered. The exchange rate (if different from the national currency) is automatically brought from the currencies file and filled in its appropriate field.

Figure 9 – Completed item value form

8. Other Attached Documents

The **"Other Att. Doc."** form as shown in **Figure-10** should contain codes and reference details for all ancillary documents. Regulatory authorities such as Plant Quarantine and Ministry of Trade will issue permits and licenses using an AW e-document. In such cases, the attached document code will display the issuing authority code for which a reference number and year has to be inputted using the format **YYYY NNNN.** For example, license #1 of 2015 should be entered as **2015 1**. All other documents referenced on this form must be scanned and uploaded using the **"Other Scan. Doc."** Form as shown in **Figure-11** below.

Figure 10 – Other Attached documents form.

Figure 11 – Other Scanned Document Form.

Uploading other scanned documents.

Other scanned documents may be uploaded by clicking the "D**ocument"** icon in the "**Attached documents page".** Click the **"add page"** icon, search for the invoice to be uploaded as displayed in **Figure 12** and click "**open**".
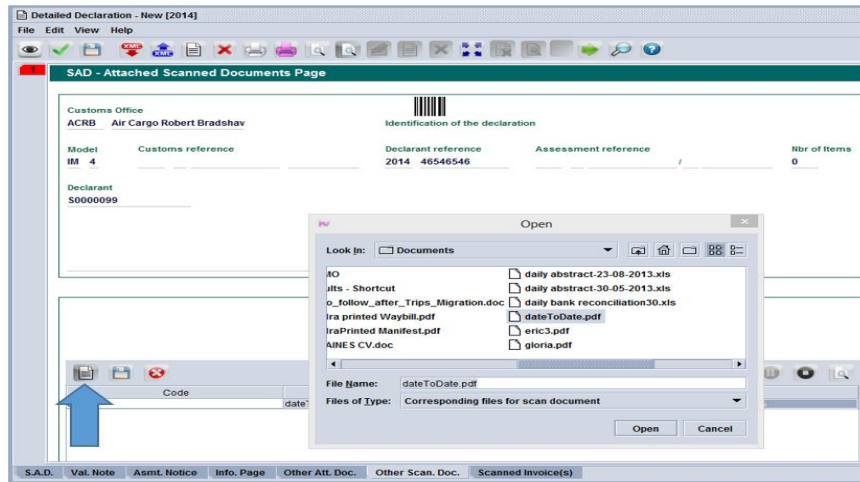

Figure 12 – Selecting other scan document to upload

Click the upload/download button to upload the document, as shown in Figure-13 below.
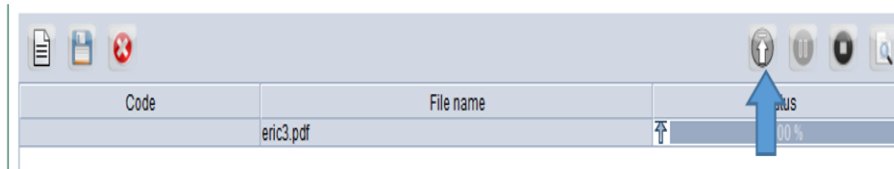
Figure 13 – Button used to upload the selected file.

Select the appropriate code from the dropdown list to identify the type of document you have uploaded as shown in Figure 14.
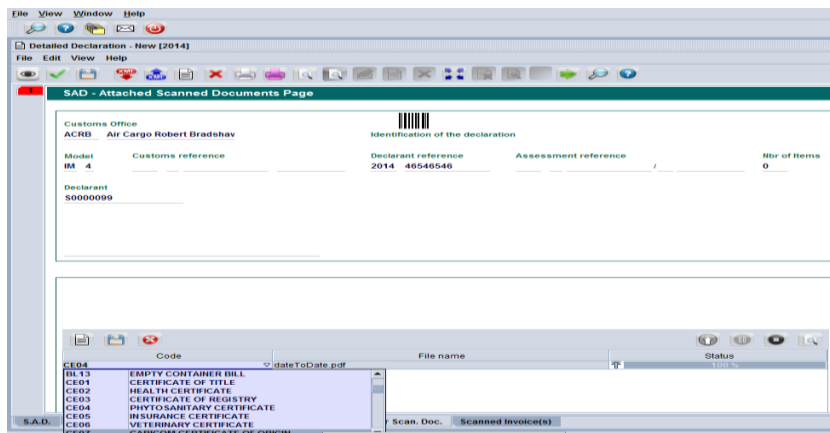

Figure 14 – List of attached document codes

9. Information Page

The "info page" form is provided as an input area for any free text details that the declarant is required to provide in relation to a Customs procedure. Figure-15 below shows the information page.

Figure 15 – Information page form.

10. Invoice Information

The "Scanned Invoice(s)" form, as shown in **Figure-16** below, is provided specifically for uploading scanned invoices and input of supplier details. Each supplier must be entered separately and each invoice must be scanned as a separate file. Each invoice file must include the invoice number and date as part of the name, e.g. "**Invoice_12345_20141223.pdf**".

Figure 16 – Scanned Invoice form with suppliers details

The following screenshots illustrates the steps required to upload scanned invoices.

Click the **"add page"** icon and search for the invoice you wish to upload as shown in Figure 17.
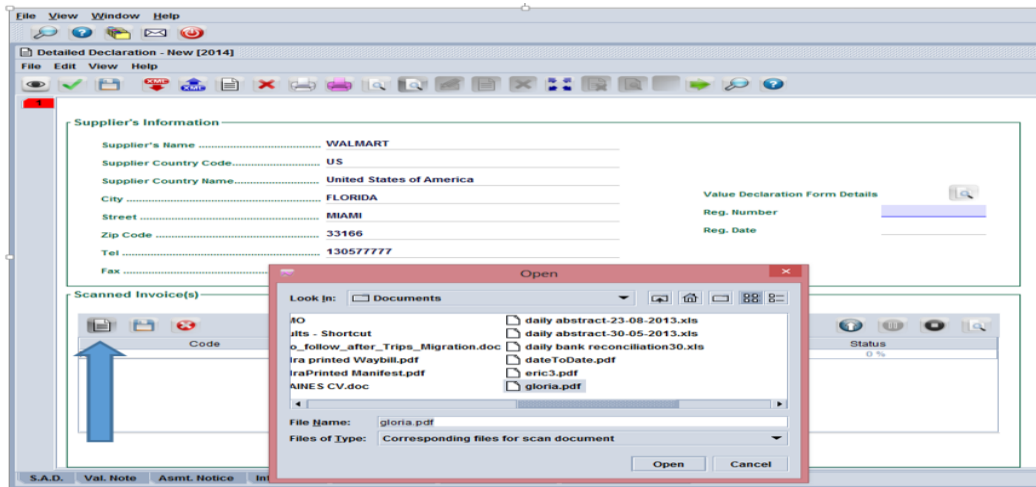

Figure 17– Selecting file to be uploaded

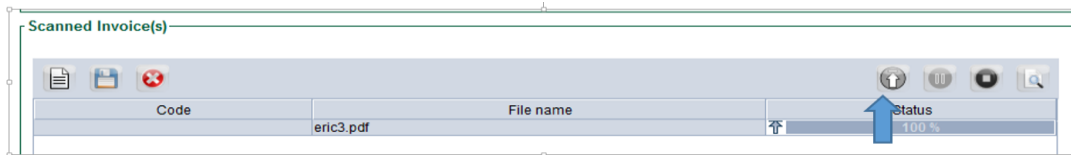Click the "Upload button" shown Figure 18 to upload the document.

Figure 18 – Upload of document

Click the "Add Supplier" Button [icon] on the SAD toolbar to enter additional invoices for any other Supplier(s) as shown in Figure-19 below.
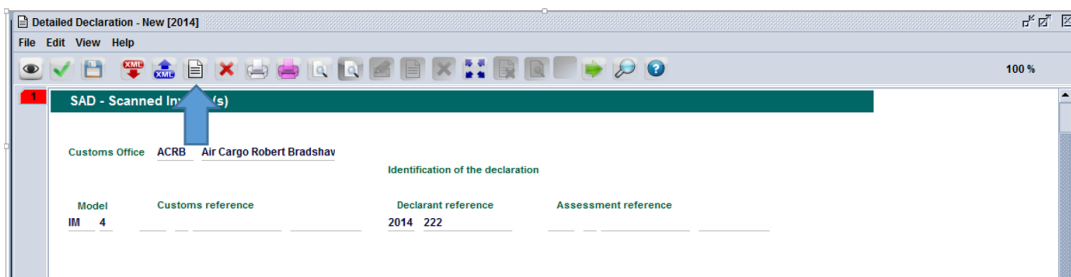

Figure 19 – How to add a new supplier page

11. Container Information

The SAD includes a subsequent form for entering container details. This form is displayed only when Box 19 in the SAD is selected to indicate that the goods are containerized, as shown in Figure-20.
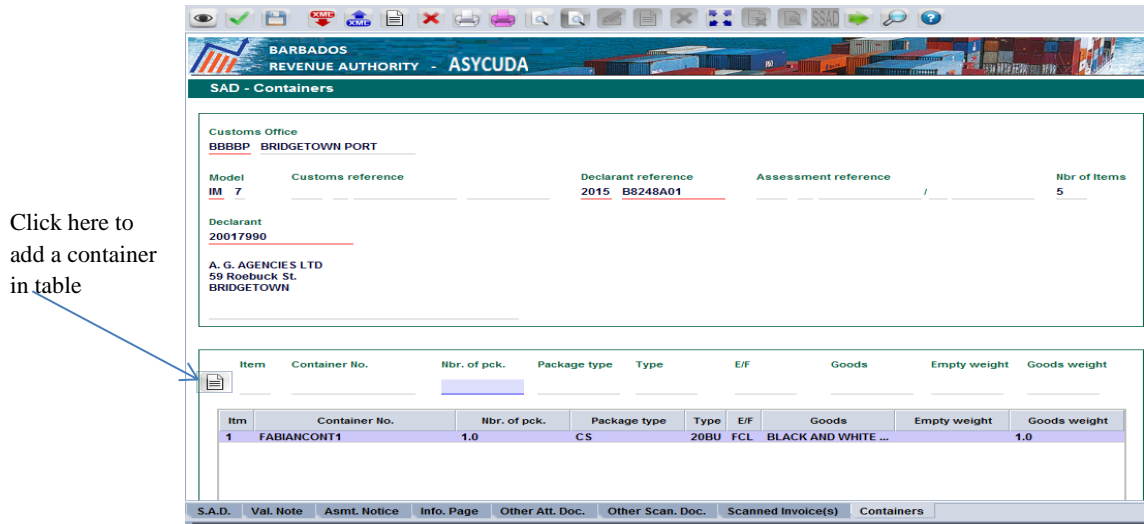
Click here to add a container in table

Figure 20 – SAD Containers

The form allows for more than one container to be associated with a given line. However the same container number must not be repeated. As in previous illustrations, the container details are entered in the fields provided. Click the **"add container"** to add the container in the table below.

12. The Value Declaration Form (C60)

Barbados is a signatory to the General Agreement on Tariffs and Trade (GATT) and as such, the AW C60 e-document makes provisions for capturing data relevant to Article 7 of GATT. Accordingly, a C60 must be completed and associated to the respective Scanned invoice page of the SAD.

Kindly follow the following path in the document library as seen in Figure 21 to access and complete a new C60: **ASYCUDA >>> Goods Clearance >>> Declaration >>> Detail Declaration >>> Value Declaration.**
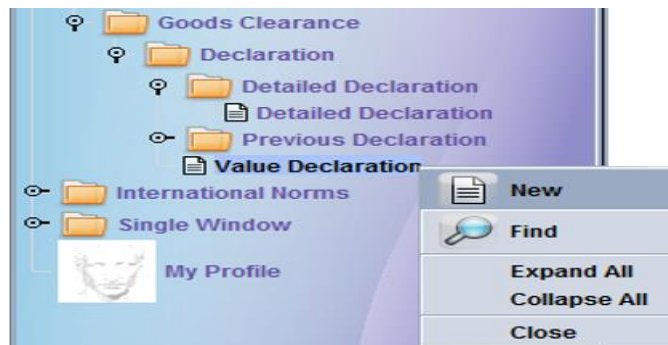Right click on Value Declaration and select **"New".**

Figure 21 – Accessing a new C60

The value declaration displayed in Figure-22 below, contains a General segment and an Item page. A separate item page must be completed for each invoice of the same supplier identified in the general segment. One C60 must be completed per supplier.

Figure 22 – Value declaration form

13. Verifying and Assessing the SAD

Figure-23 below shows the icon that must be used to "Verify" the SAD for data consistency. If the "document verify" results in errors, the system will display an error message dialog as shown in Figure 24. Errors in the message dialog can be double-clicked to go to the relevant field. A SAD cannot be assessed until all errors are corrected.

Figure 23 – Document Verify

Figure 24 – Error message dialog

If there are no errors on the SAD, the system will display the dialog shown in Figure 25..

Figure 25 Document Verified

14. Storing a SAD on the Server

The Declarant can store a SAD on AW server by clicking on the store icon. A declaration can be stored at any time even if the document is not completed. Click on "store" as seen in Figure 26 to store SAD.
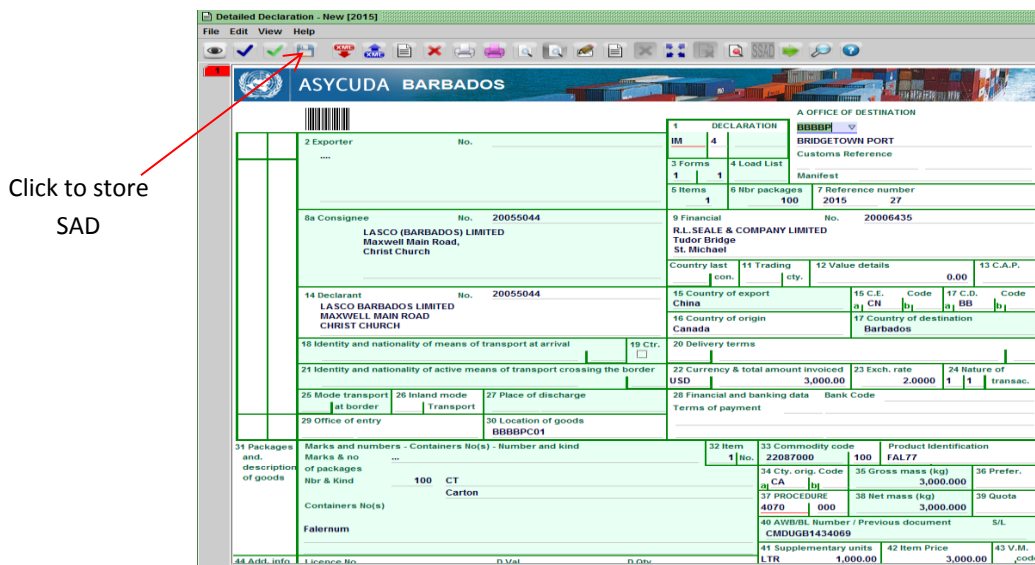
Click to store SAD

Figure 26 Storing a SAD

On selecting the **Store** option, the system will display the screen shown in Figure 27, confirming that **Store** of your declaration has been successful.
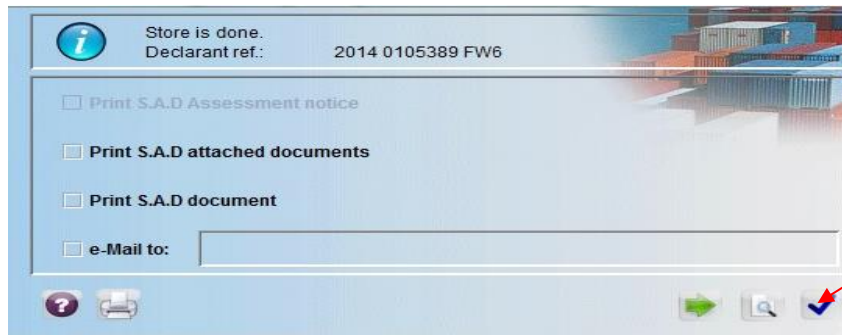
Figure 27 Store completion box

15. How to retrieve a stored SAD

Kindly follow the following steps to retrieve a stored declaration:

Step1 Navigate to "**Detailed Declaration**" in document library and right click on **"Find"** as illustrated in Figure 28.
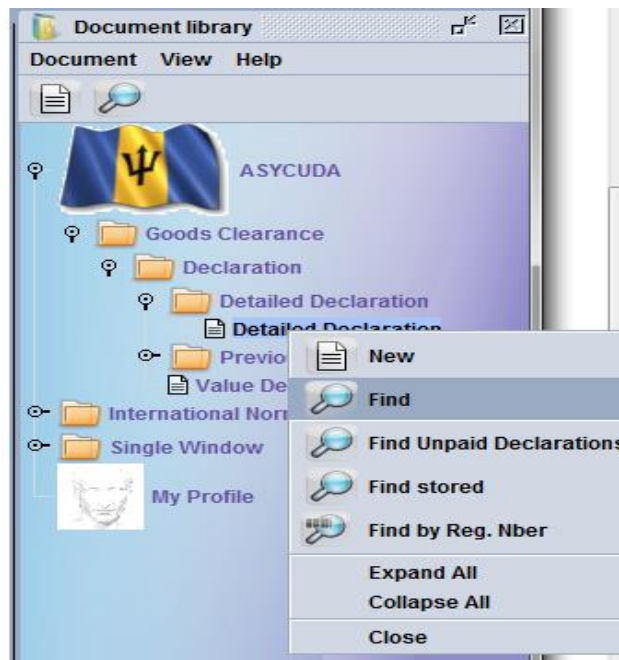

Figure 28 Navigating to Detailed Declaration

Step 2 Enter the Declarant reference year and number as values for the respective criteria in the Finder, as illustrated in Figure 29. In some cases the Customs office code may be included.
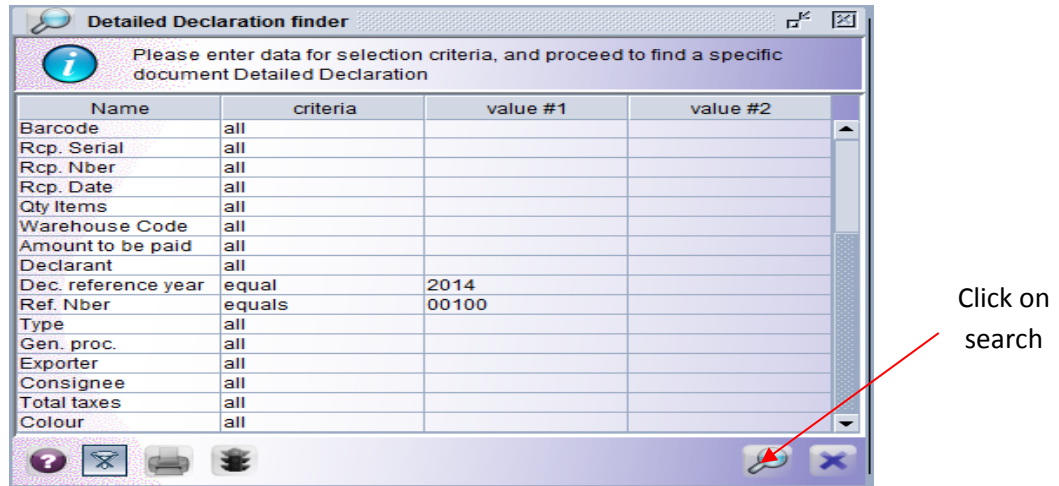
Figure 29 Declaration Finder

Right click on the desired document as shown in Figure 30 and select "**Retrieve**" to continue working on the declaration.
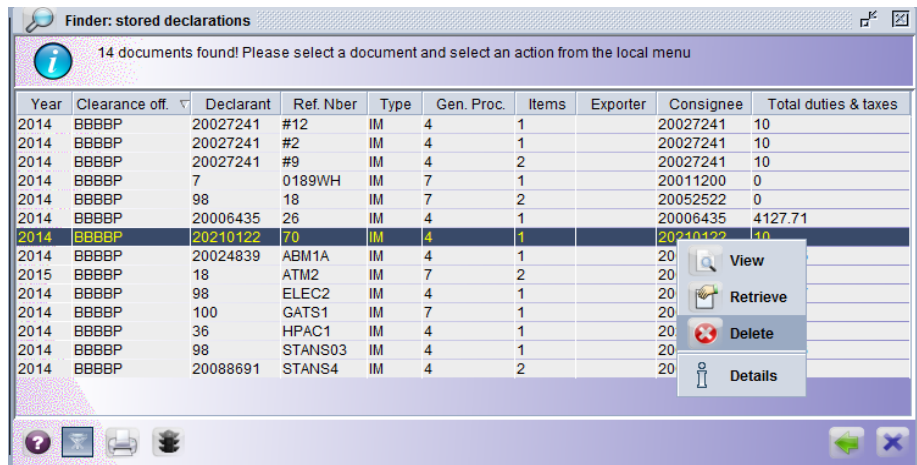
Figure 30 Retrieving the document

16. How to retrieve a stored SAD

The SAD is *validated and assessed* by clicking the *Validate* **and** *Assess* icon. An assessment means that the information included on the SAD are correct and it is being submitted for Customs acceptance. The process is achieved by clicking on the "validate and assess" as shown in Figure 31.

Click here

Figure 31 Validate and Assess

After Validation, the system will display a: Declarant Reference Number, a Customs Reference Number, and an Assessment Reference Number a shown in Figure 32. The numbers are unique to each SAD, and any one of them can be used to retrieve it.

Figure 32 Unique SAD numbers

The Declarant Reference number is made up of the year, the Declarant's Identification Number and his/her Reference Number. The Customs Reference Number (Registration Number) is preceded by the prefix "C " followed by the registration date. The Assessment Number has the prefix "L" followed by the assessment date.

The Declarant receives an email message in ASYCUDA indicating that the SAD has been assessed.

17.   Assessment Notice

The Assessment Notice Form contains information about the duties and tax assessment of the declaration as shown in Figure 33.

Figure 33 Assessment Notice

It is created after the SAD has been validated and assessed and illustrates the summary distribution of the type and amount of duties and taxes payable by or to be refunded to the tax payer (declarant or importer).

18. Payment of Taxes and Risk Management

The Assessment Notice or Registration Number should be presented to the Cashier to make the payment of the duties assessed.

The Cashier will issue a receipt to confirm payment of declaration and the system will automatically execute the risk management process for selectivity.

The system, based on the risk criteria established by Customs, will assign the SAD to one of the four lanes as follows:

Red Lane
This means that your declaration requires a verification of all or some of the details provided on the SAD, the ancillary documents related to the imported/exported goods and a physical examination of the said goods.

Yellow Lane
This means that your declaration requires a verification of all or some of the details provided on the SAD and all ancillary documents related to the imported/exported goods.

This means that your declaration has been assigned an automatic "Customs Release" and that Customs will carry out a post clearance verification of the details provided on the SAD, the ancillary documents and goods.

Green Lane

This means that your declaration has been automatically authorized to be released. If it is an import, you can collect your consignment from the cargo custodian. If it is an export then your goods are ready to be shipped.

The system will issue a message indicating the lane to which the goods have been assigned. All declarations with RED or YELLOW lanes will be assigned to a Customs Officer for examination and/or documentary check.

Note: *Customs reserves the right to examine goods assigned to Green lane.*

19.   Release Order

Proceed to station where goods are located. Officer will advise whether you should wait or return for examination based on the work load. Only Red and Yellow lane declarations should be lodged. Upon examination of goods/document, the officer will issue a release order which must be taken to the cargo custodian for delivery. Figure 34 shows a release order.

The cargo custodian will issue the gate pass or exit note for the released cargo. The Customs guard or other designated personnel at the gate will acknowledge the exit of the goods.

ASYCUDA world

Barbados
Ministry of Finance
Customs & Excise Department
CUSTOMS RELEASE ORDER

Printed on 04/02/2015 at 15:06

A - PART I: GENERAL INFORMATION

01 - CUSTOMS OFFICE:	BBBBP	BRIDGETOWN PORT	02 - MANIFEST REG. NUMBER	2015 11
03 - VOYAGE NUMBER:	1234		04 - DEPARTURE	01-Jan-2015
05 - WAYBILL NUMBER	100002		06 - ARRIVAL DATE:	12-Jan-2015
07 - CONSIGNEE NAME	STAMA INC.		08 - CONSIGNEE ADDRESS	#3 Chelston Avenue Culloden Road St. Michael
09 - CARRIER AGENT NAME:	AIRLINE FREIGHT SERVICES			
10 - VESSEL:	SEA NIGHTMERE		11 - CUSTOMS REFERENCE #	C 11 2015
12 - TIME ISSUED	3:6:21		13 - DECLARANT CODE	12

B - PART II: INFORMATION ABOUT THE LOCATION

14 - LOCATION CODE	15 - NAME OF TRANSIT SHED
BBBBPC01	Direct Delivery from Container Park

C - CARGO DESCRIPTION

16 - PACKAGE TYPE	17 - NUMBER OF PACKAGES	18 - GROSS WEIGHT IN KILOS	19 - VOLUME
Carton	250		
20 - DESCRIPTION			
OIL			

D - CONTAINER INFORMATION

21 - CONTAINER ID	22 - TYPE OF CONTAINER	23 - SEALS

Figure 33 Customs Release Order

20. Icon Tool Bar

Figure 1: declaration tool (icon) bar

	Document verification; to check all declaration fields for coherence and syntax.
	STORE, To Store the SAD on Customs ASYCUDA World server
	Validation and assessment; it is a two-in-one icon that does both validation as well as declaration assessment, i.e., calculation of duties and taxes
	1- Import from AW XML file; retrieve declaration data that have been stored locally on a workstation in an XML file for further processing. 2- Export to AW XML file; store declaration data in XML file on a workstation for later processing.
	Add supplier
	Delete item; to delete an item from the declaration.
	1- Hard copy 2- Customized; print on a pre-printed form.
	View total mass and View total packages; displays the total weight and total packages of all items belonging to the declaration.
	Add item; to add additional items

	Generate periodical summary declaration; to generate a periodical declaration if the authorization number is valid.
	Finder; search for documents in ASYCUDA World database.
	Help; provides the user with an online help.