



**ASYCUDA**

**ELECTRONIC PAYMENT  
(EPAYMENT)**

**USER GUIDE FOR CUSTOMSHOUSE  
BROKERS AND IMPORTERS**



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## NOTE

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## PURPOSE

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The United Nations Conference on Trade and Development (UNCTAD) as part of its ASYCUDA Programme has developed applications, which allows the Electronic Data Interchange (EDI) between Customs Administrations and the trading community or other trade related entities.

The purpose of this document is to provide guidance to brokers and customs officers on the use of the electronic payment “e-Payment” facility on ASYCUDA.

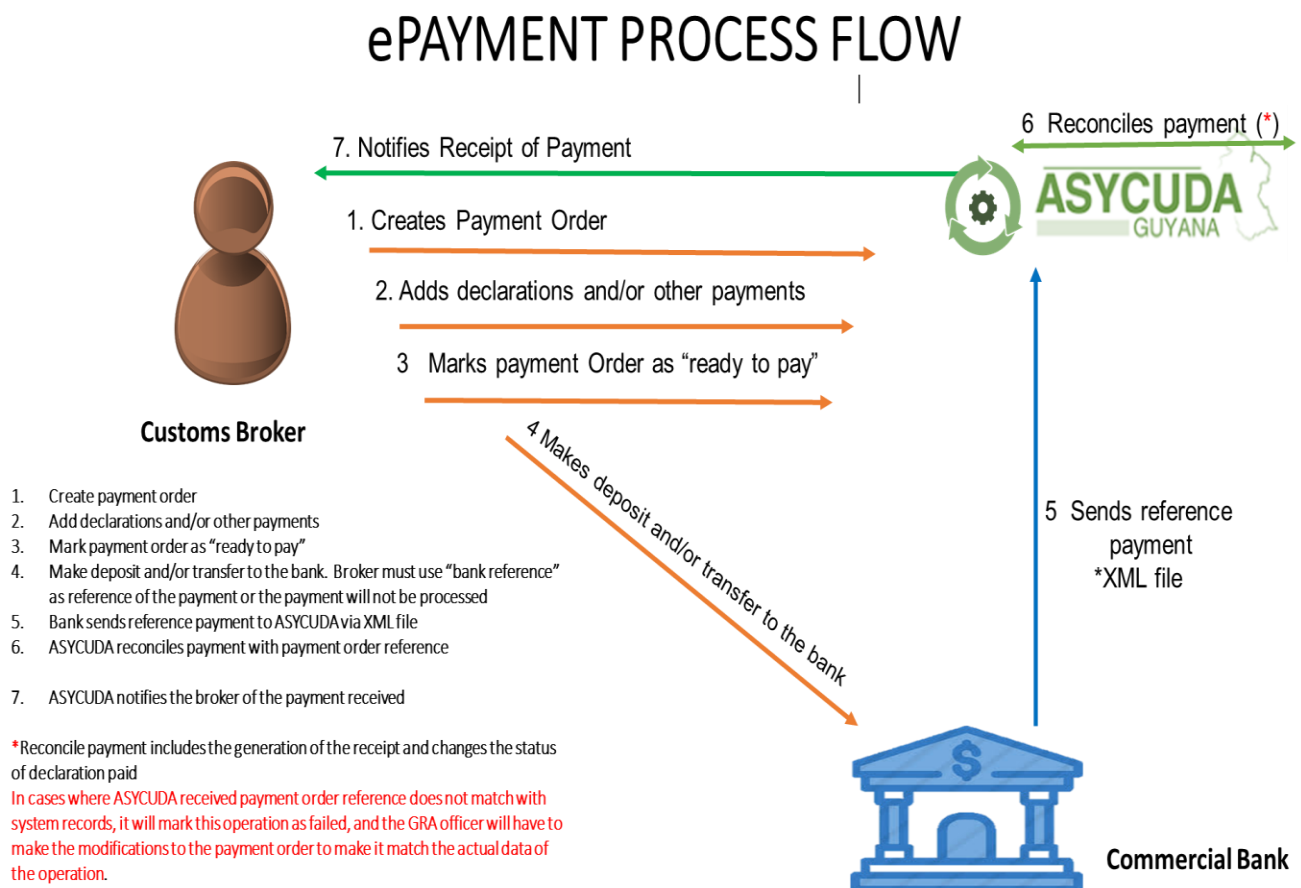
## INTRODUCTION

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An e-payment system is a method of payment of transactions through an electronic medium, without the use of checks or cash. It's also called an electronic payment system or online payment system.

## E-PAYMENT PROCESS FLOW

The following diagram illustrates the exchange of information between the Broker, ASYCUDA World and the Bank during the e-Payment process. Each step is identified by a number, which indicates the order of execution.



## HOW TO PAY DECLARATIONS WITH E-PAYMENT

User: Customs Broker/Importer

### I. Create New Payment Order

To create a new Payment Order access the Document Library and follow the path **ASYCUDA > Accounting & Payment > Reports > Payment Order** as show in the image bellow.

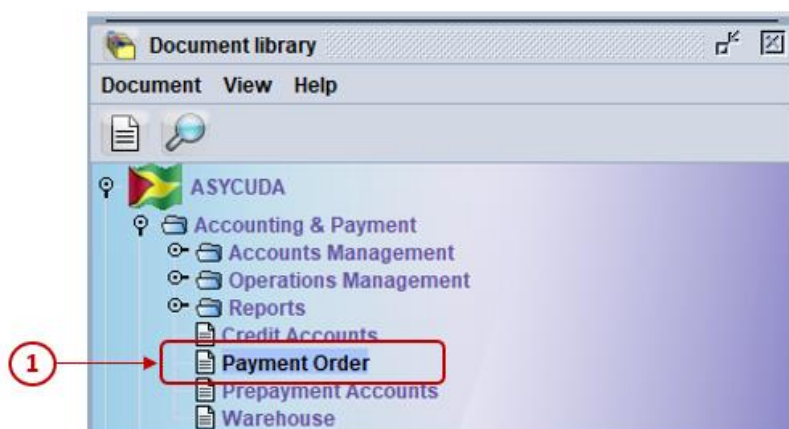


Figure 1: Accessing Payment order

Right click on the Payment Order e-Document, and select the option '**New**' from the menu that will appear.

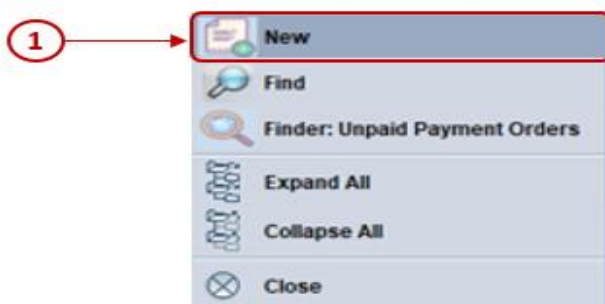


Figure 2: Accessing Payment order

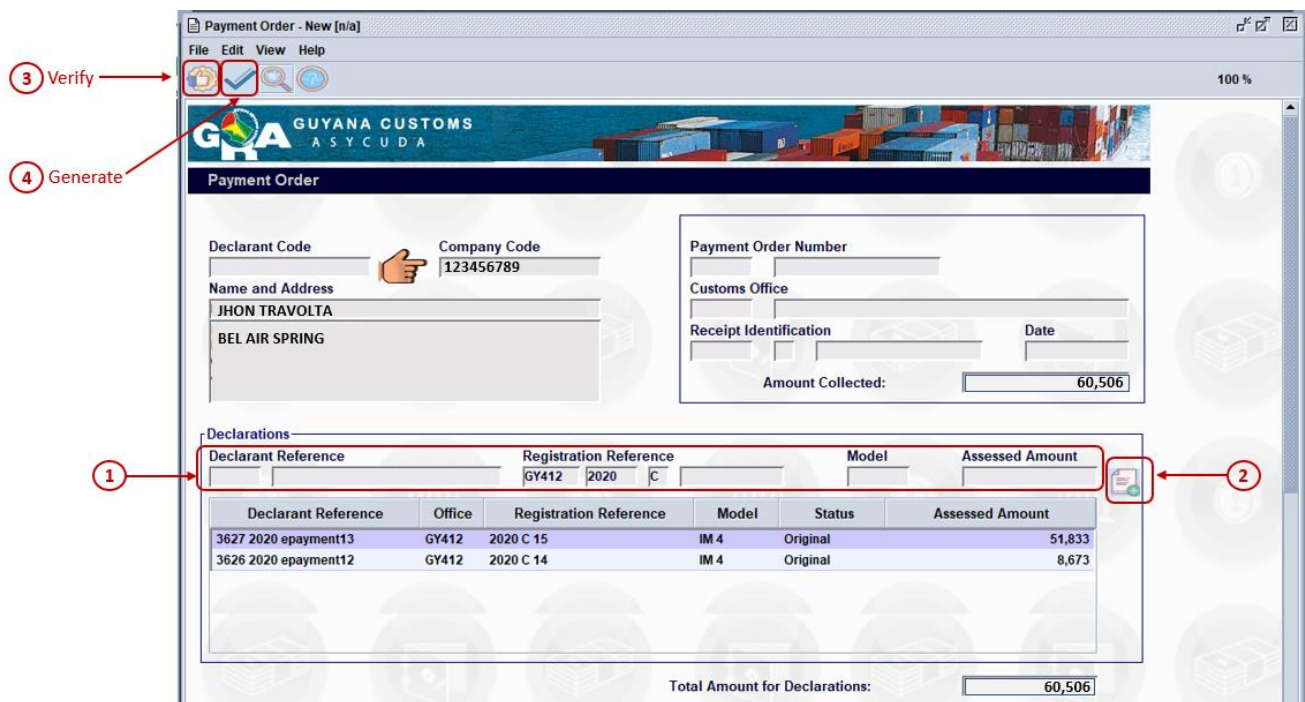
## 2. Add Declarations

A new Payment Order e-document will open with the declarant's code, name and address populated. Proceed to input the Company Code (TIN) belonging to the Importer then press the tab button on your keyboard.

To include the declaration you wish to pay enter the Registration Reference of the document in the fields: Customs Office, Year of Registration, Registration Serial and Registration Number. Then press the 'Tab' button on your keyboard. The Declarant Reference, Model and Assessed Amount fields will automatically populate. These fields

are identified with the number ① in the image below. To add the declaration to the list of declarations to be paid, click on the "Add Declaration" icon identified with the number ②. Repeat this procedure to include as many declarations as you wish to pay.

Once all declarations to be paid have been included, '**Verify**' the document by clicking the icon identified with the number ③. To save the Payment Order click the '**Generate**' icon identified with the number ④.



The screenshot shows the 'Payment Order - New [n/a]' window. It includes a menu bar (File, Edit, View, Help) and a toolbar with icons for Verify (③), Generate (④), and a magnifying glass. The main form is titled 'Payment Order' and features the GUYANA CUSTOMS ASYCUDA logo. The form is divided into several sections:

- Declarant Information:** Includes fields for Declarant Code, Company Code (123456789), Name and Address (JHON TRAVOLTA, BEL AIR SPRING), and a hand icon pointing to the Company Code field.
- Payment Order Details:** Includes fields for Payment Order Number, Customs Office, Receipt Identification, Date, and Amount Collected (60,506).
- Declarations Table:** A table with columns for Declarant Reference, Office, Registration Reference, Model, Status, and Assessed Amount. It contains two rows of data:
 

Declarant Reference	Office	Registration Reference	Model	Status	Assessed Amount
3627 2020 epayment13	GY412	2020 C 15	IM 4	Original	51,833
3626 2020 epayment12	GY412	2020 C 14	IM 4	Original	8,673
- Total Amount for Declarations:** A field at the bottom right showing 60,506.

Numbered callouts in the image indicate: ① points to the 'Declarations' section header; ② points to the 'Add Declaration' icon (a document with a plus sign) in the bottom right of the table; ③ points to the 'Verify' icon (a magnifying glass) in the toolbar; and ④ points to the 'Generate' icon (a document with a checkmark) in the toolbar.

Figure 3: Creating Payment order



The window shown below will appear with the assigned **payment order reference that will be used to make the payment at the bank**. To proceed click the check icon.

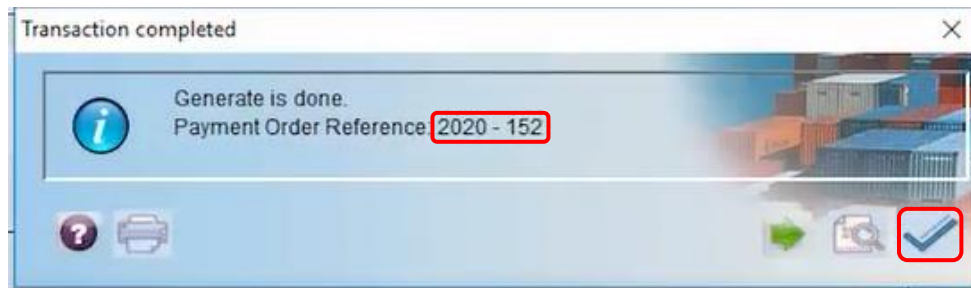


Figure 4: Creating Payment order

## Add declarations and other duties, fees and taxes to a created Payment Order

To add new declarations and other duties, fees and taxes, retrieve the payment order by following the path **ASYCUDA> Accounting and Payment > Reports > Payment Order**. Right click on the payment order e-document and the select the option Click on '**Find**'.

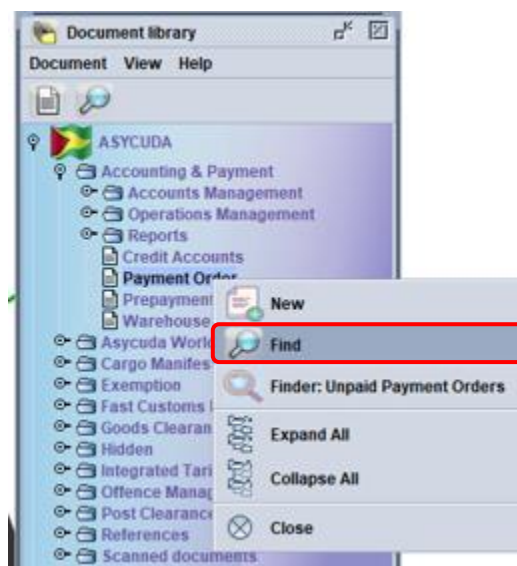


Figure 5: Retrieving Payment order

The Payment Order finder will appear. Input the relevant search criteria in the fields provided. It is recommended that the Reference Year and Reference Number be used as the key search criteria. These fields identified with the number ① in the image below. To generate the search click on the **magnifying glass icon** identified with the number ②.

The screenshot shows the 'Payment Order finder' window. It has a title bar with a magnifying glass icon and a close button. Below the title bar is a message: 'Please enter data for selection criteria, and proceed to find a specific document Payment Order'. The main area is a table with the following columns: Name, criteria, value #1, and value #2. The table contains the following rows:

Name	criteria	value #1	value #2
Document Status	all		
Reference Year	equals	2020	
Reference Number	equals	7	
Customs Office Code	all		
Trader name	all		
Declarant	all		
Company	all		
Receipt Year	all		
Receipt Serial	all		
Receipt Number	all		
Receipt Date	all		

At the bottom of the window, there is a toolbar with several icons. A red circle with the number ① points to the 'Reference Year' and 'Reference Number' rows in the table. A red circle with the number ② points to the magnifying glass icon in the toolbar.

**Figure 6: Retrieving Payment order**

The search result will be displayed by the finder as shown below. Right click on the document to be modified and select the option '**Update**'.

The screenshot shows the 'Payment Order finder' window after a search. The title bar has a magnifying glass icon and a close button. Below the title bar is a message: 'One document found! Please select a document and select an action from the local menu'. The main area is a table with the following columns: Customs Offi..., Reference Y..., Reference Nu..., Declar..., Company, Trader name, Receipt..., Receipt Y..., Receipt S..., Receipt Nu..., and Amount Paid. The table contains the following row:

Customs Offi...	Reference Y...	Reference Nu...	Declar...	Company	Trader name	Receipt...	Receipt Y...	Receipt S...	Receipt Nu...	Amount Paid
2020	7			11	KISS...					60,506

A right-click context menu is open over the first row of the table. The menu items are: View, Update (highlighted with a red box), Discard, Proceed to pay, Print Pre-Form, and Details.

**Figure 7: Modifying Payment order**

To include new declarations, follow the steps previously identified in point 2 above (Add Declarations: Figures 3-4).

To include **"Other Duties, Fees and Taxes"**, select the relevant Code from the drop down list provided then press the Tab button on your keyboard. The description field will automatically populate. Input the Reference and Amount to be Paid. These fields are identified with the number ③ in the image below. To add the information to the table below select the **'Add Transaction'** icon as identified with the number ④. Repeat this procedure to add multiple duties, fees and taxes to be paid.

**Payment Order - New [n/a]**

File Edit View Help

100 %

**GUYANA CUSTOMS ASYCUDA**

**Payment Order**

Declarant Code: \_\_\_\_\_ Company Code: 123456789

Name and Address: JHON TRAVOLTA  
BEL AIR SPRING

Payment Order Number: \_\_\_\_\_

Customs Office: \_\_\_\_\_

Receipt Identification: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Collected: 60,506

**Declarations**

Declarant Reference	Registration Reference	Model	Assessed Amount
3627 2020 epayment13	GY412 2020 C 15	IM 4	51,833
3626 2020 epayment12	GY412 2020 C 14	IM 4	8,673
3625 2020 epayment11	GY412 2020 C 13	IM 4	51,833

Total Amount for Declarations: 112,339

**Other Duties, Fees and Taxes**

Code	Description	Reference	Amount
LEF	Departmental Fine	Departmental fine	1,000

General

**Figure 8: Modifying Payment order**

Once modifications are complete, click the **'Verify'** icon identified by the number ⑤ in the image above. To save the changes click the **'Generate'** icon identified by the number ⑥. The following dialog box will appear indicating transaction completed. Click the check icon to continue.



Figure 9: Modifying Payment order

### 3. Mark the Payment Order as “Ready to Pay”

To mark the document as ready to pay, retrieve the document using the finder, right click on the payment order to view the available options and select **‘Proceed to Pay’**.

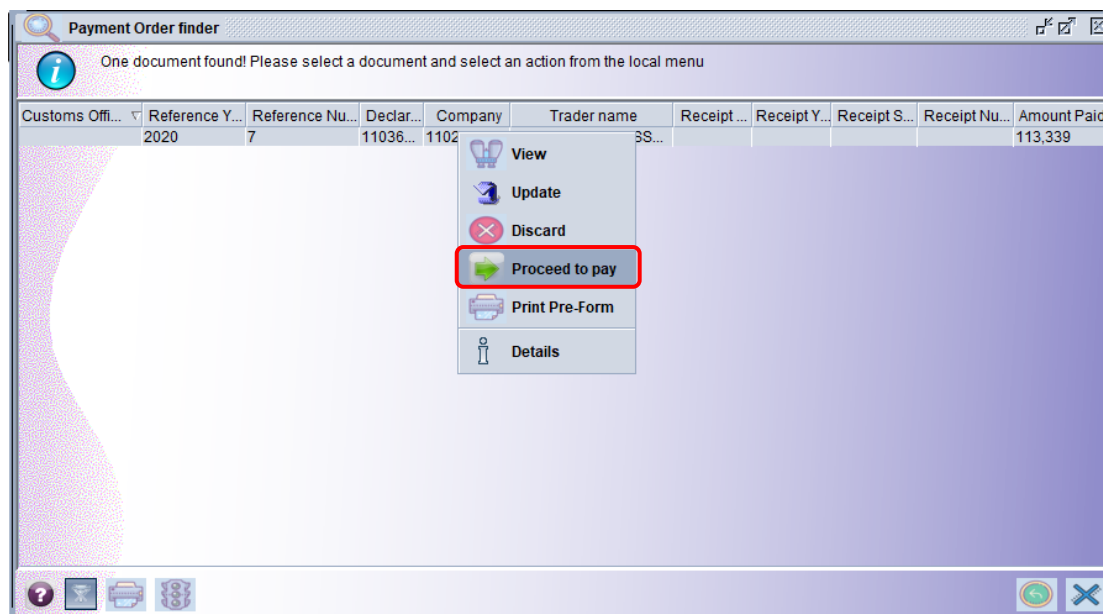


Figure 10: Proceed to Pay

The below dialog box will appear indicating transaction completed. Click the check icon to continue.

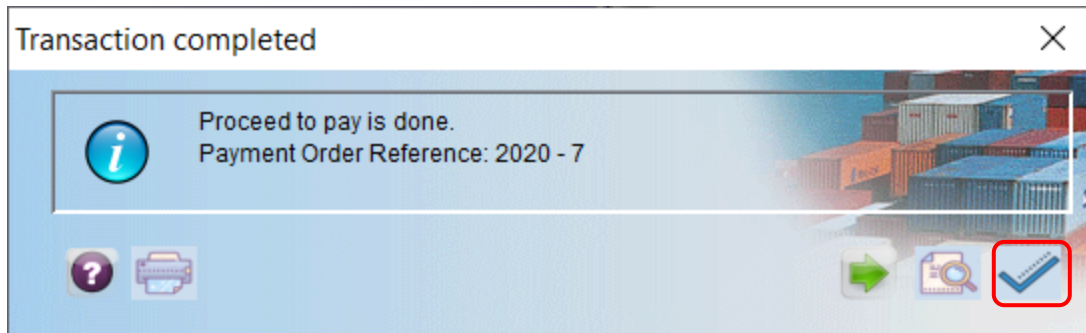


Figure 11: Proceed to Pay

Right click on the search result displayed by the finder and select the option '**Print Pre-Form**'.

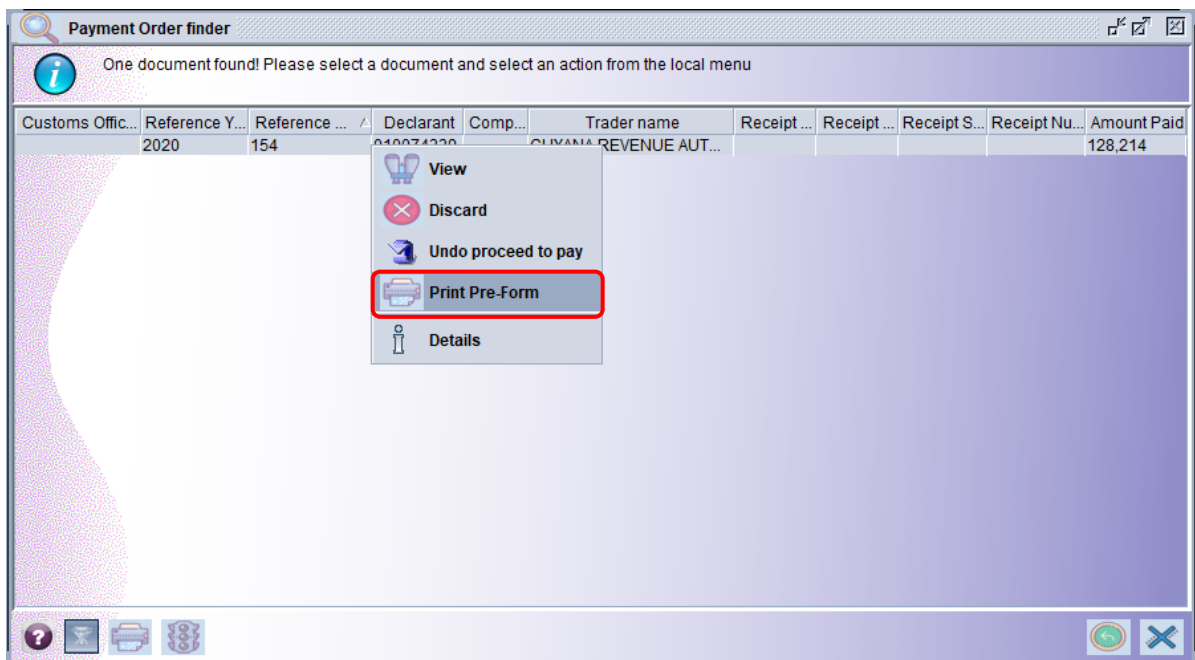


Figure 12: Print Pre-Form

The following dialog box will appear requesting confirmation of the action. Click the check icon to continue.

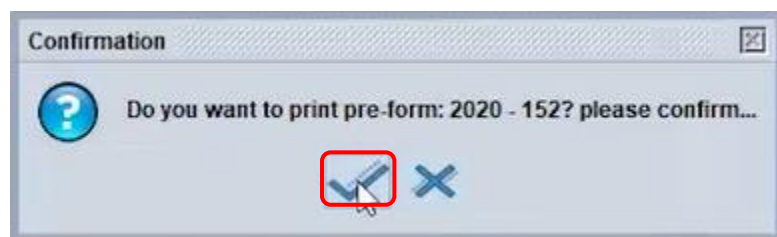


Figure 13: Print Pre-Form

The pre-form will appear in the format of a pdf document as shown below.

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Ministry of Finance  
Customs Headquarters

 Guyana Revenue Authority  
200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000

**Pre-form for payment order**

---

Bank Payment Reference: 2020PRD7  
Pre-form: 2020 - 7

This payment order belongs to:  
JHON TRAVOLTA  
BEL AIR SPRINGS

Declarant:  
Company: 123456789

---

Declarant reference	Registration Reference	Model	Assessed Amount
2020 epayment13	GY412 2020 C 15	IM 4	51,833
2020 epayment12	GY412 2020 C 14	IM 4	8,673
2020 epayment11	GY412 2020 C 13	IM 4	51,833
Total for declarations			112,339

Transaction	Reference	Assessed Amount
LEF Departmental Fine	Departmental fine	1,000
Total for other payments		1,000
Total amount to be collected		113,339

Figure 14: Print Pre-Form

## 4. Make a Deposit and/or Transfer to the Bank.

Please note that the '**Bank Payment Reference**' will be used to process the payment at your respective commercial bank.

**Pre-form for payment order**

---

Bank Payment Reference: 2020PRD7  
Pre-form: 2020 - 7

This payment order belongs to:  
JHON TRAVOLTA  
BEL AIR SPRINGS

Declarant:  
Company: 123456789

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Figure 15: Bank Payment Reference



## 5. Bank Sends Payment to ASYCUDA World

The Bank will collect the money using the Payment Order pre-form and send the payment to ASYCUDA World with the reference to perform the reconciliation of payment.

## 6. ASYCUDA World Reconciles Payment with Payment Order Reference

Once the payment has been made to your commercial bank, the bank will send the said payment to ASYCUDA World, and the system will carry out the reconciliation as follows:

- Change the status of the Payment Order to **'Paid'**

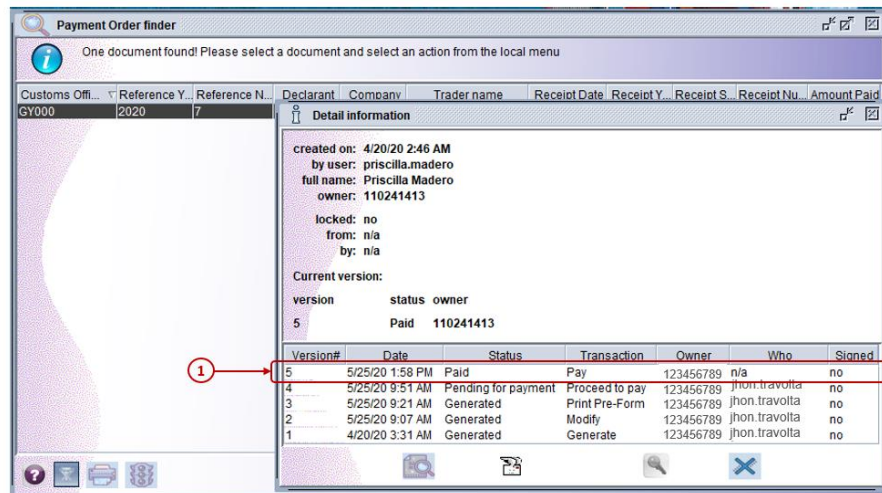
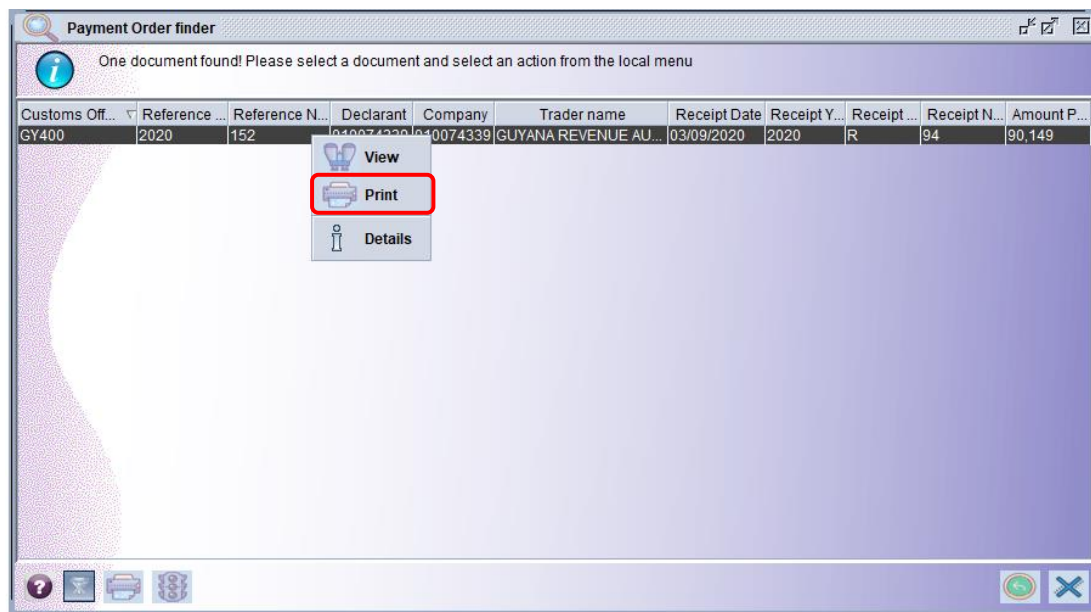


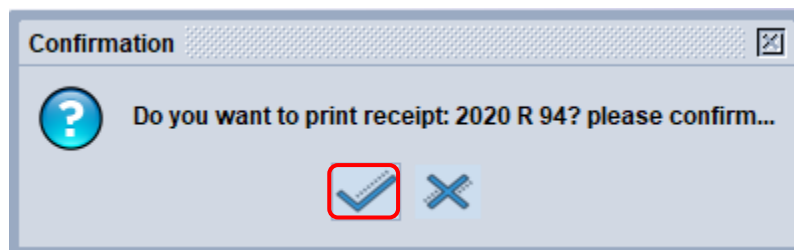
Figure 16: Status

- Generate the corresponding receipt which must be printed by the broker/importer. To print the AW receipt locate the Payment order using the finder. Right click on the search result and select the option **'Print'**.



*Figure 17: Printing Receipt*

A dialog box will appear requesting confirmation of the action. Click the check icon to continue.



*Figure 18: Printing Receipt*



The receipt will appear in the form of a pdf document as shown below.

Ministry of Finance Customs Headquarters		GSA Guyana Revenue Authority	
Customs Payment Receipt for Payment Order			
Bank Payment Reference:	2020PRD7		
Receipt number:	2020 R 5	Issued on:	25/05/2020
Custom office:	GY000 - Linden Branch Office		
This receipt is delivered to:		Declarant:	123456789
JHON TRAVOLTA		Company:	:
BEL AIR SPRINGS			
Declarant reference	Registration Reference	Model	Assessed Amount
2020 epayment13	GY412 2020 C 15	IM 4	51,833
2020 epayment12	GY412 2020 C 14	IM 4	8,673
2020 epayment11	GY412 2020 C 13	IM 4	51,833
Total collected for declarations			112,339
Others duties, fees and taxes	Reference		Assessed Amount
LEF Departmental Fine	Departmental fine		1,000
Total collected for other payments			1,000
Means of payment	Reference	Bank	Assessed Amount
42 Payment to bank account	125	DBL	113,339
Total amount tendered (GYD)			113,339
Change in cash (GYD)			0
Total amount collected (GYD)			113,339

I the undersigned, head of the custom office Linden Branch Office acknowledge that I received the

Figure 19: Printing Receipt

- Change the status of declarations related to payment

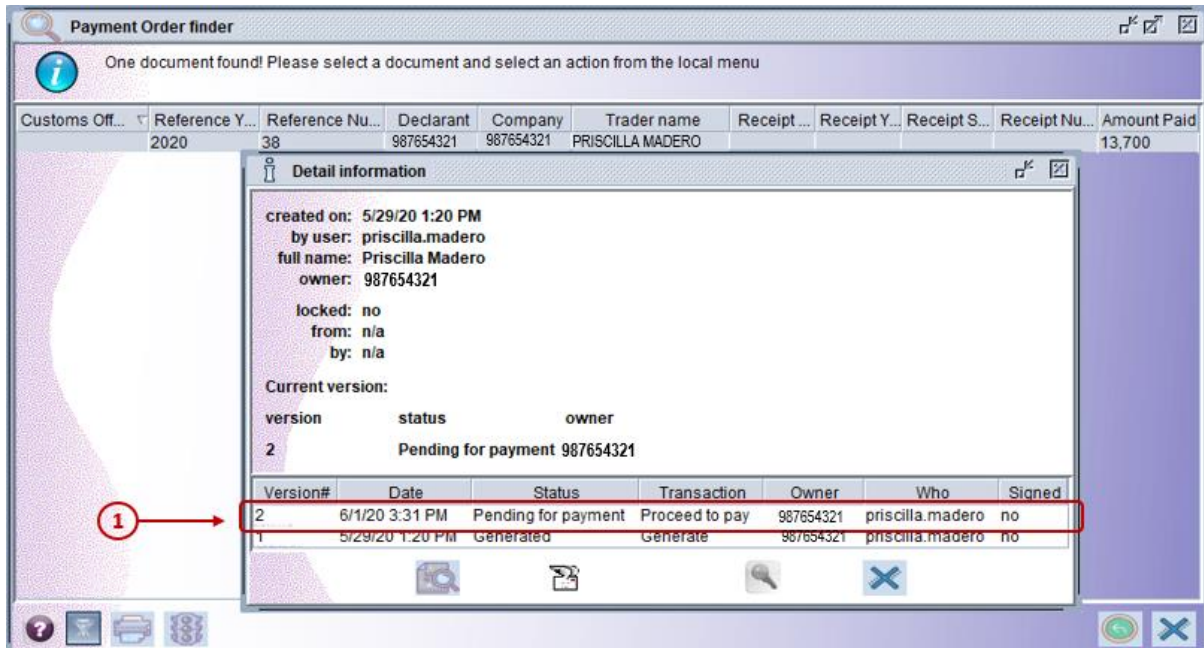
## PAYMENT ORDER AMENDMENTS

### 1. Payment Order status

A Payment Order can be modified after the option **'Proceed to Pay'** has been selected. The operation **'Undo Proceed to Pay'** may be used to facilitate the necessary changes.

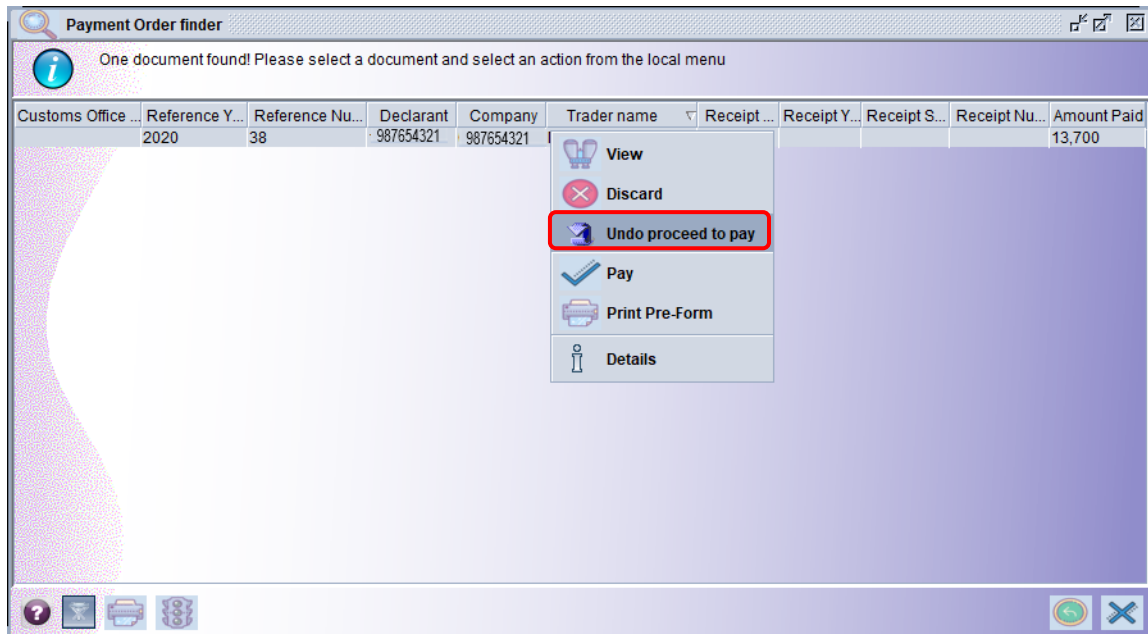
### 2. Undo Proceed to Pay

To use the operation **"Undo Proceed to Pay"** first locate your Payment Order using the finder. Right click on the search result and select the option **'Details'**. Then verify that the status of the Payment Order reflects **'Pending for payment'** as illustrated in the image below.



**Figure 20: Undo Proceed to Pay**

Right click on the search result and select the option **“Undo Proceed to Pay”**.



**Figure 21: Undo Proceed to Pay**

A dialog box will appear indicating transaction completed. Click the check icon to continue.



Figure 22: Undo Proceed to Pay

The status of the Payment Order will be changed to '**Generated**' as shown in the image below.

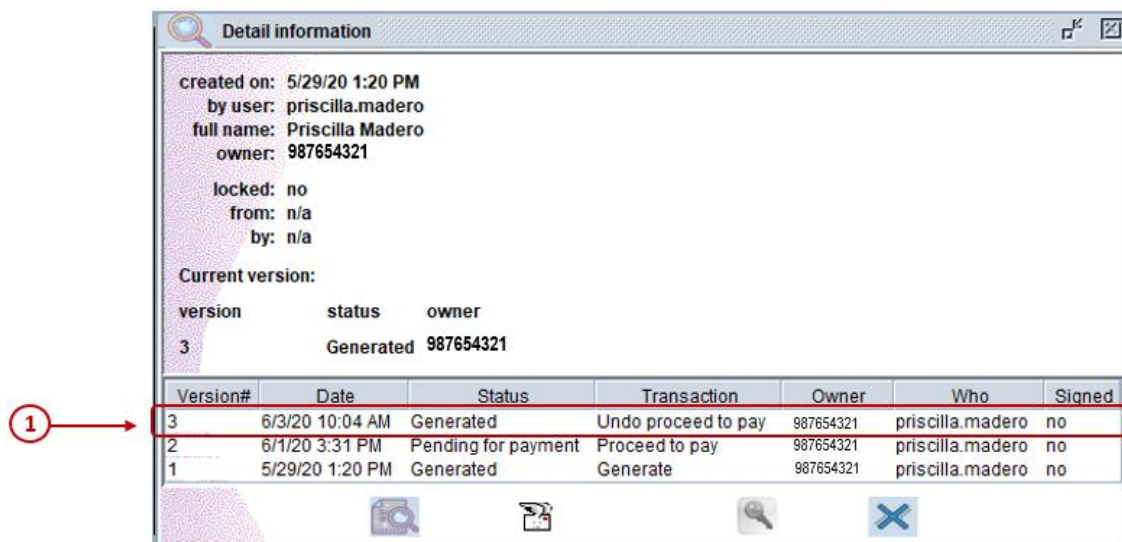
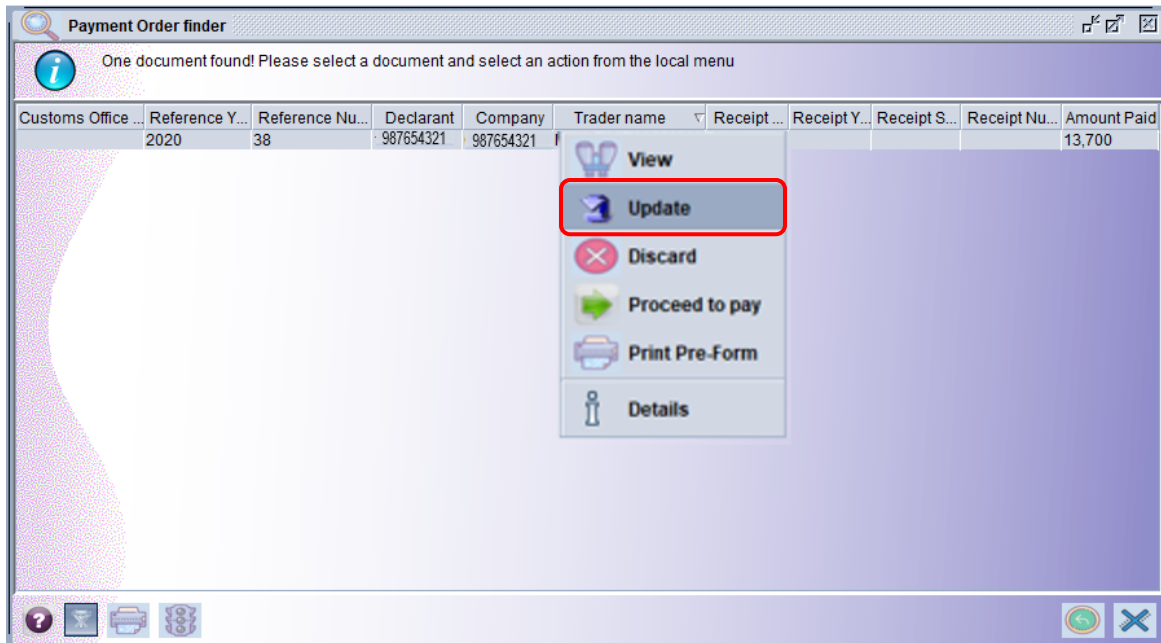


Figure 23: Undo Proceed to Pay

Right click on the search result displayed by the finder and select the option '**Update**' to make the necessary modifications.



**Figure 24: Modifying Payment Order**

The Payment Order document will open to facilitate the addition or removal of declarations and other duties, fees and taxes to be paid.

To add declarations and other duties, fees and taxes to be paid you may follow the steps detailed earlier in this manual at point 2 (Add Declaration: Figures 3-9).

To remove declarations and/ other duties, fees and taxes, right-click on the relevant information line and select the option '**Delete**'.

Payment Order - Update [n/a]

File Edit View Help

**GUYANA CUSTOMS**  
ASYCUDA

**Payment Order**

Declarant Code: 987654321  
Company Code: 987654321  
Name and Address: PRISCILLA MADERO  
BEL AIR SPRINGS

Payment Order Number: 2020 38  
Payment Office:   
Receipt Identification:   
Date:   
Amount Collected: 13,700

**Declarations**

Declarant Reference	Office	Registration Reference	Model	Status	Assessed Amount
3765 2020 PRIS980	GY406	2020 C 135	IM 4	Original	13,700

Total Amount for Declarations: 13,700

**Other Duties, Fees and Taxes**

Code	Description	Reference	Status	Amount
------	-------------	-----------	--------	--------

General

Figure 25: Modifying Payment Order

To save the changes, select the **‘Verify’** icon identified at number ① then select the **‘Generate’** icon identified at number ②.

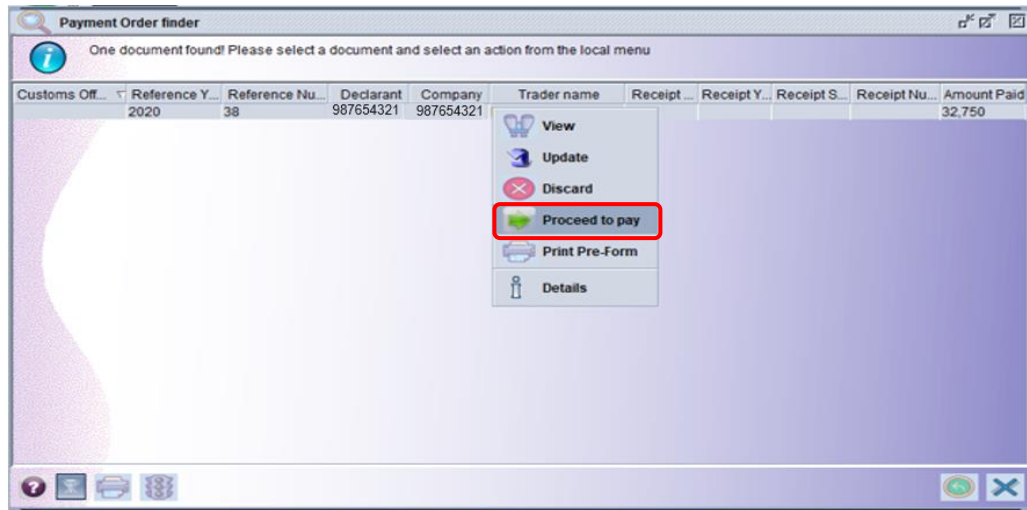
**Figure 26: Modifying Payment Order**

A dialog box will appear indicating transaction completed. Click the check icon to continue.

**Figure 27: Modifying Payment Order**

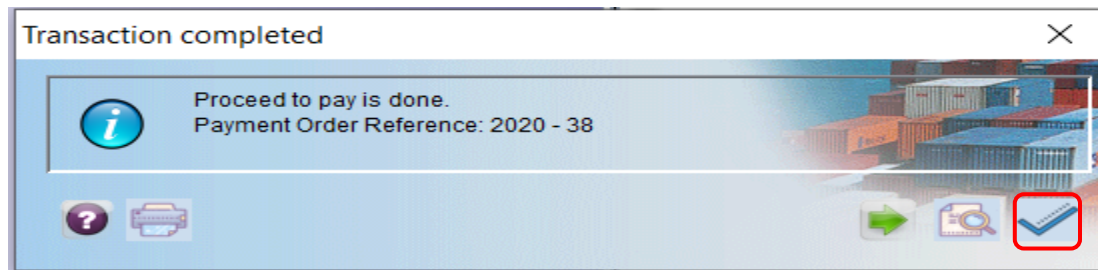
Once modifications are completed the payment order may be submitted for payment. Locate the Payment Order using the finder, right click on the search result and select the option '**Proceed to pay**'.





**Figure 28: Modifying Payment Order**

A dialog box will appear indicating transaction completed. Click the check icon to continue.



**Figure 29: Modifying Payment Order**

The status of the Payment Order will be updated to **'Pending for Payment'**. You may proceed to print the Pre-form by following the steps previously identified in this guide (Figures 12-14). Then submit the Payment Order for processing at the respective commercial bank.

If you require any further clarification or assistance please make contact the AW National Project Team at Telephone Number 227-6060/ 227-8222 Ext 3601-3612

END OF GUIDE

