ASYCUDA

ELECTRONIC PAYMENT (EPAYMENT)

USER GUIDE FOR CUSTOMSHOUSE BROKERS AND IMPORTERS

TABLE OF CONTENTS

NOTE

The views expressed in this volume are those of the authors and do not necessarily reflect the views of the United Nations Secretariat. The designations employed and the presentation of the material do not imply the expression of any opinion whatsoever on the part of the United Nations Secretariat concerning the legal status of any country, territory, city or area, or of its authorities, or concerning the delimitation of its frontiers or boundaries.

This is not an official UNCTAD document.

PURPOSE

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.
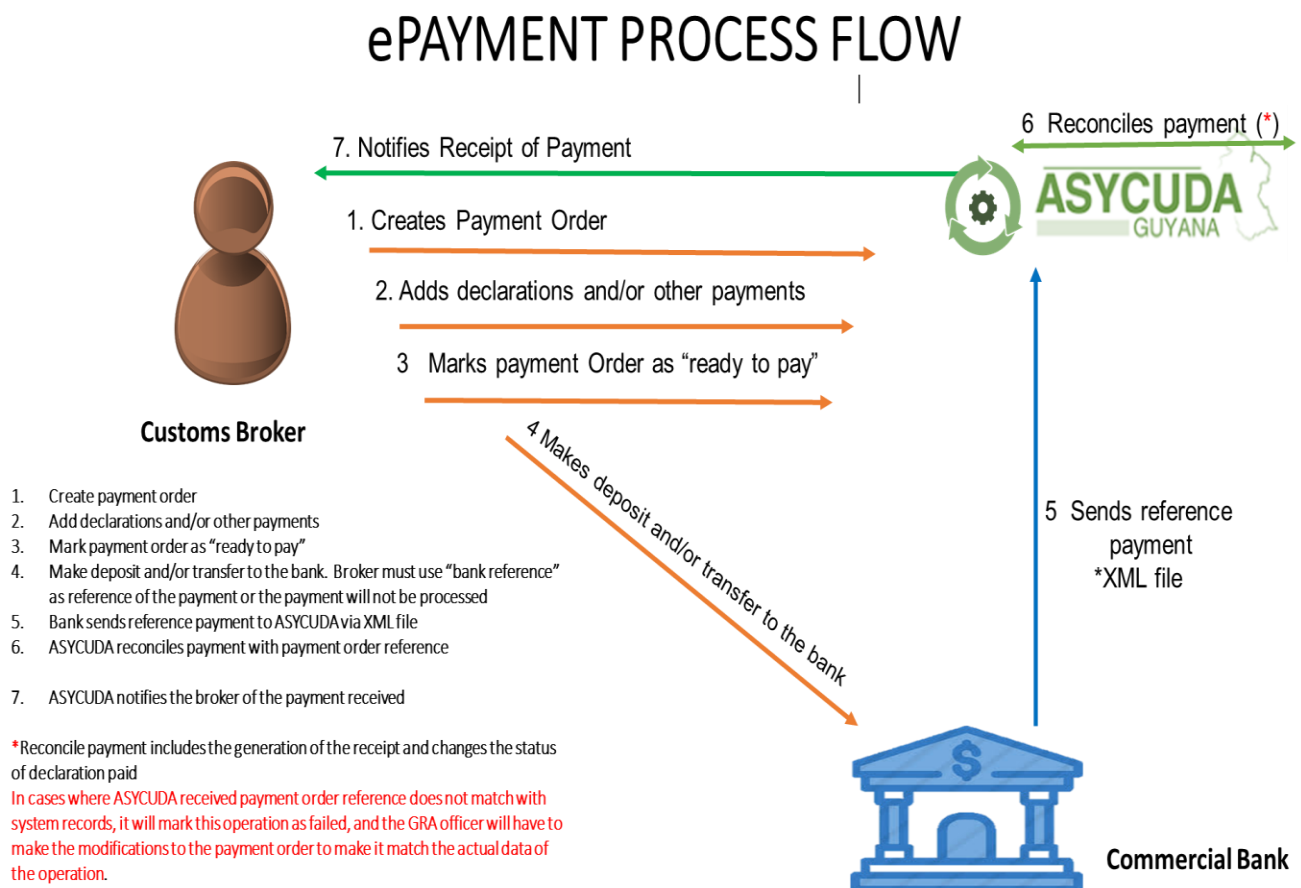
INTRODUCTION

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.

ePAYMENT PROCESS FLOW

7. Notifies Receipt of Payment

6 Reconciles payment (*)

1. Creates Payment Order

2. Adds declarations and/or other payments

3 Marks payment Order as "ready to pay"

4 Makes deposit and/or transfer to the bank

5 Sends reference payment *XML file

Customs Broker

Commercial Bank

1. Create payment order
2. Add declarations and/or other payments
3. Mark payment order as "ready to pay"
4. Make deposit and/or transfer to the bank. Broker must use "bank reference" as reference of the payment or the payment will not be processed
5. Bank sends reference payment to ASYCUDA via XML file
6. ASYCUDA reconciles payment with payment order reference
7. ASYCUDA notifies the broker of the payment received

*Reconcile payment includes the generation of the receipt and changes the status of declaration paid

In cases where ASYCUDA received payment order reference does not match with system records, it will mark this operation as failed, and the GRA officer will have to make the modifications to the payment order to make it match the actual data of the operation.

HOW TO PAY DECLARATIONS WITH E-PAYMENT

User: Customs Broker/Importer

1. 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.
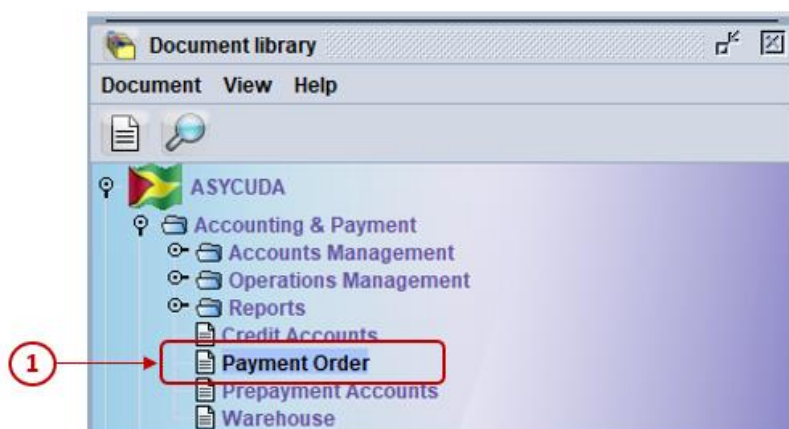

,

Figure 1: Accessing Payment order

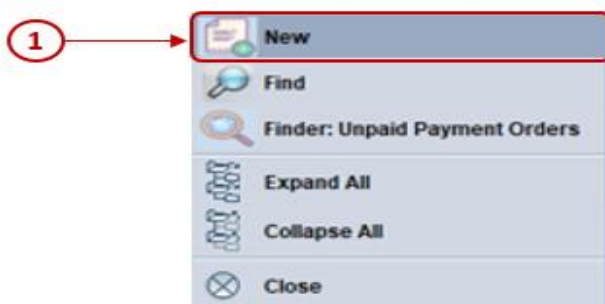Right click on the Payment Order e-Document, and select the option **'*New*'** from the menu that will appear.
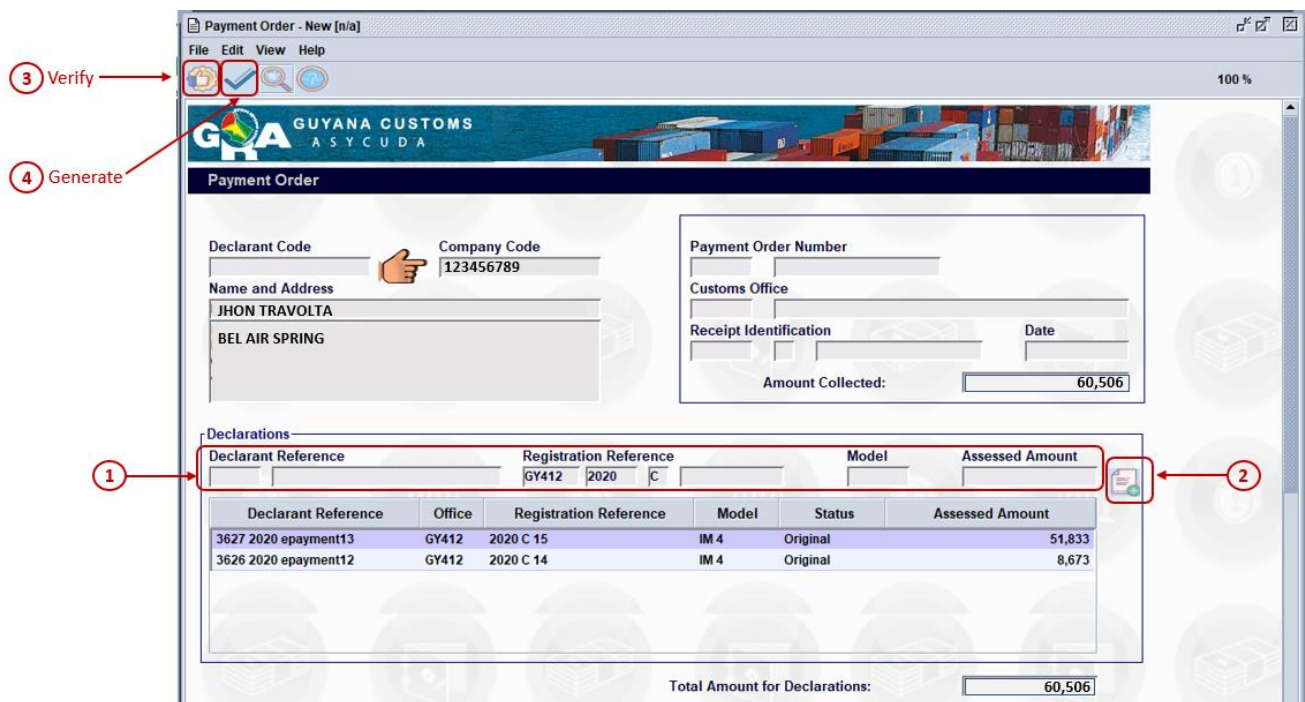

Figure 2: Accessing Payment order

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.

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.
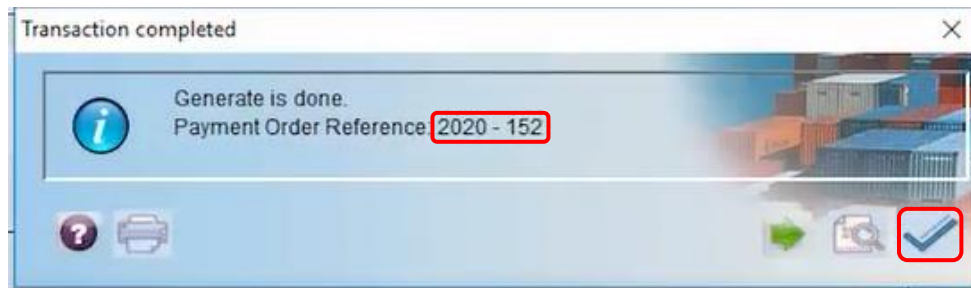

Figure 4: Creating Payment order

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 .

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*'.

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.

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'.*
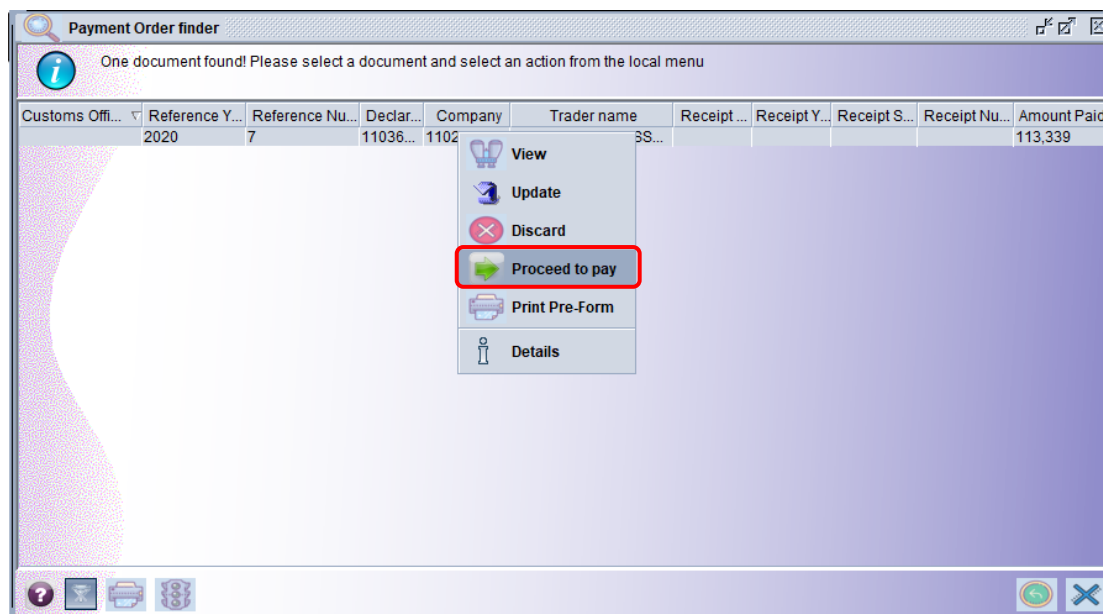

Figure 10: Proceed to Pay

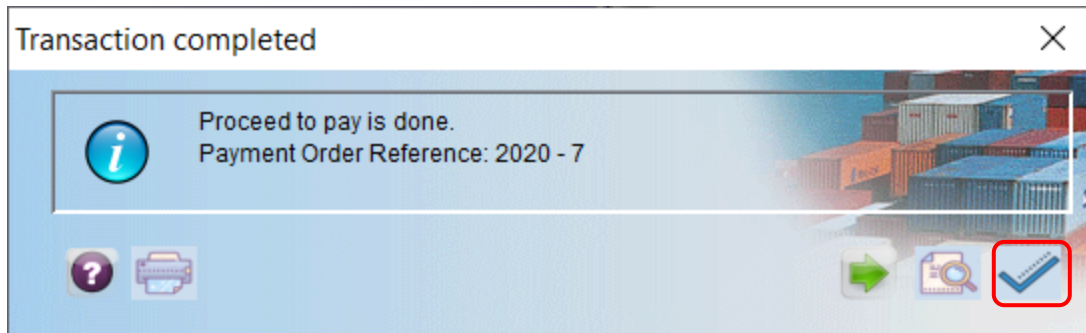The below dialog box will appear indicating transaction completed. Click the check icon to continue.

Figure 11: Proceed to Pay

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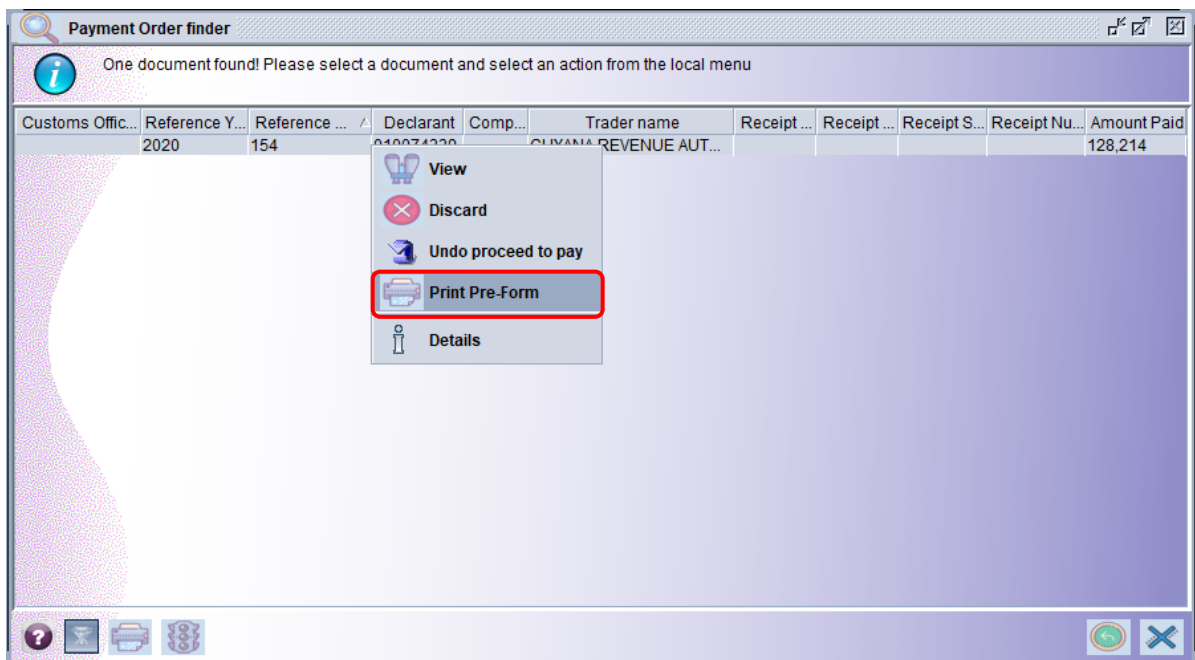

Figure 12: Print Pre-Form

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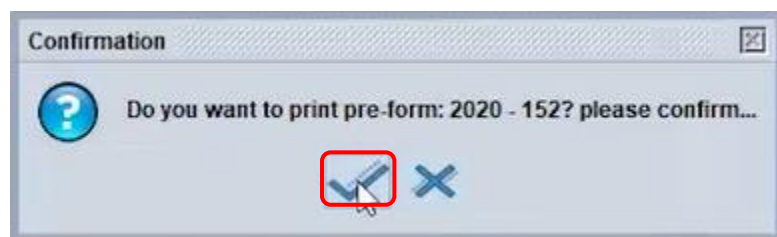

Figure 13: Print Pre-Form

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

Ministry of Finance
Customs Headquarters

Pre-form for payment order

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

This payment order belongs to:
JHON TRAVOLTA   Declarant:
BEL AIR SPRINGS   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   Declarant:
BEL AIR SPRINGS   Company: 123456789

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'*

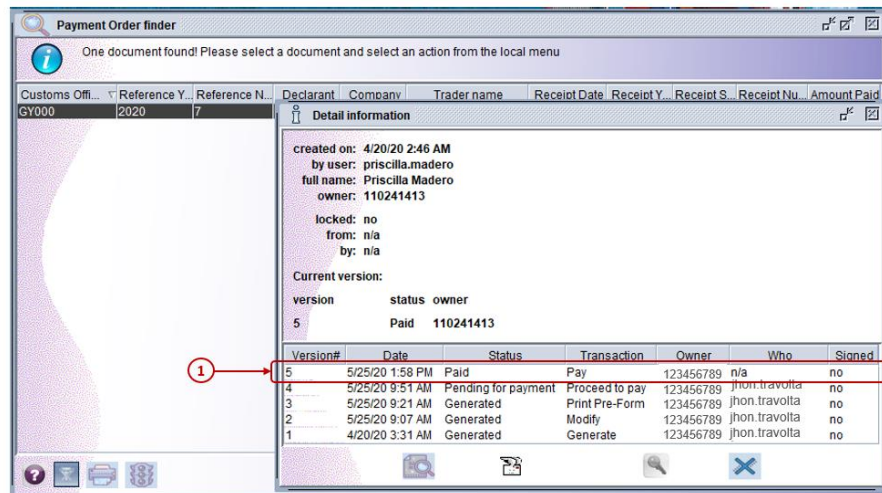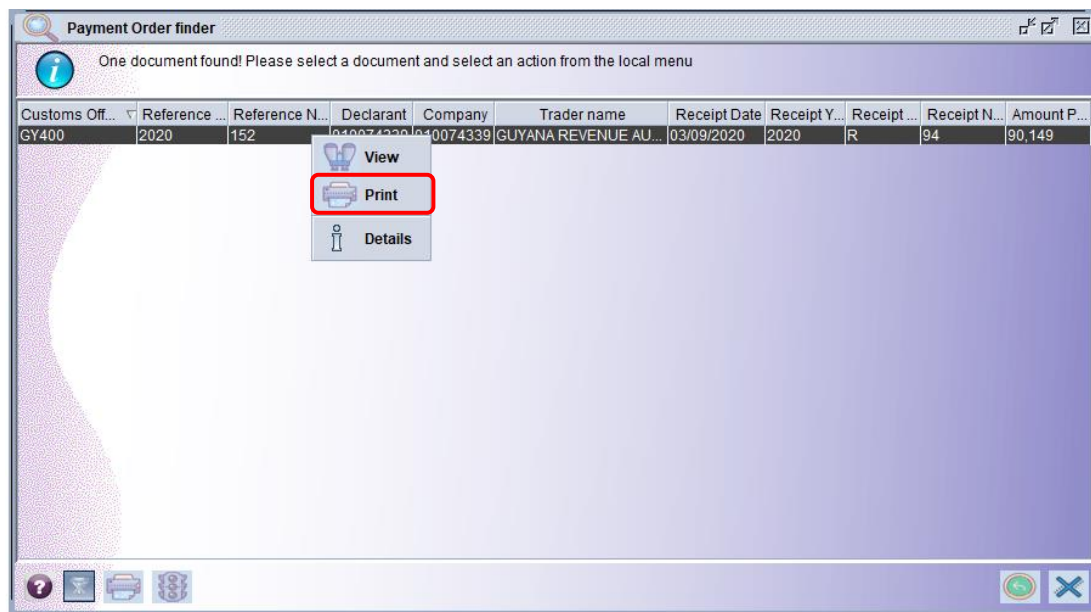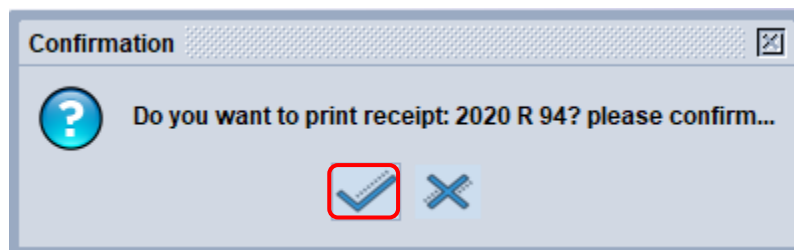*Figure 16: Status*

- 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

GRA

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:
JHON TRAVOLTA   Declarant: 123456789
BEL AIR SPRINGS   Company: :

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
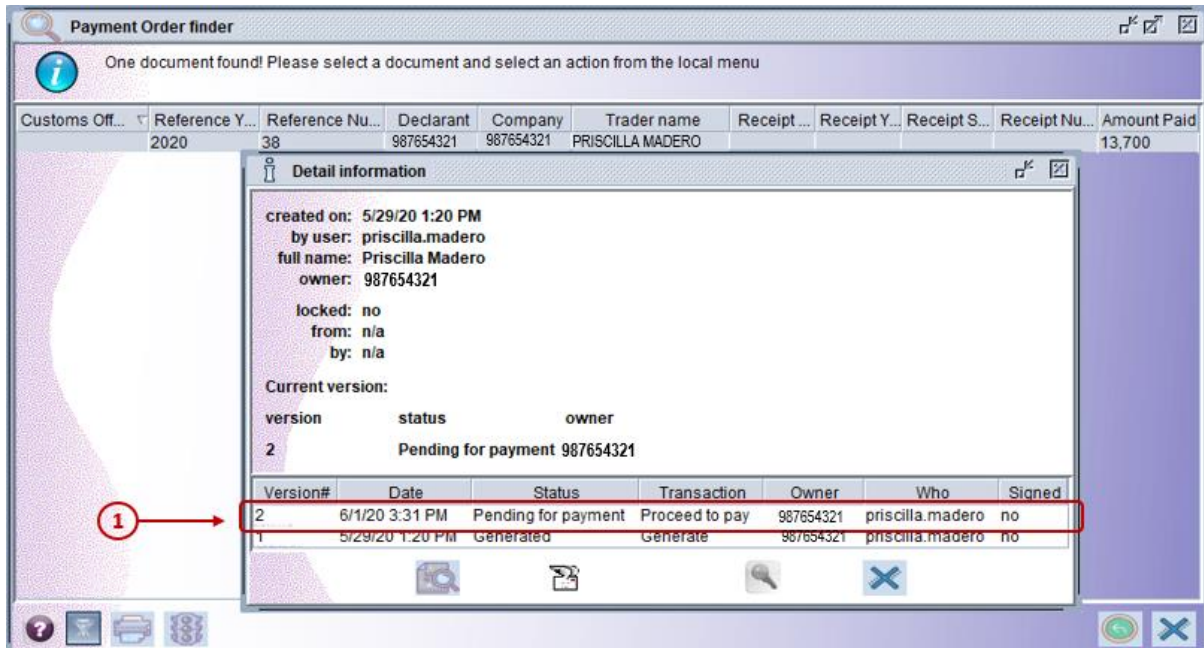
- Change the status of declarations related to payment

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.
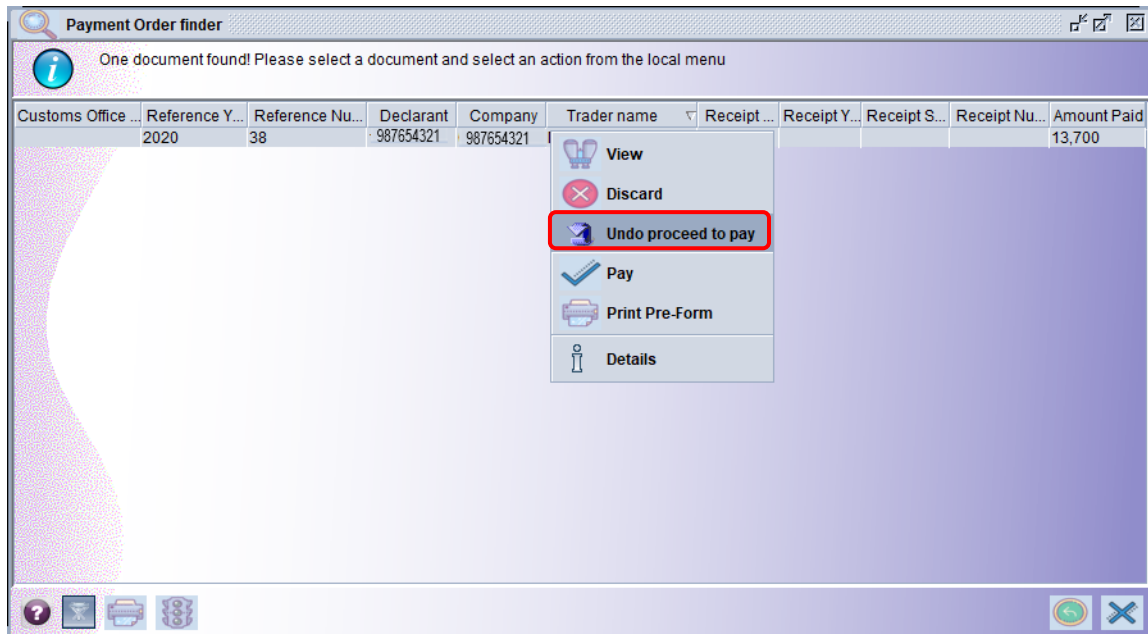
2. Undo Proceed to Pay

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

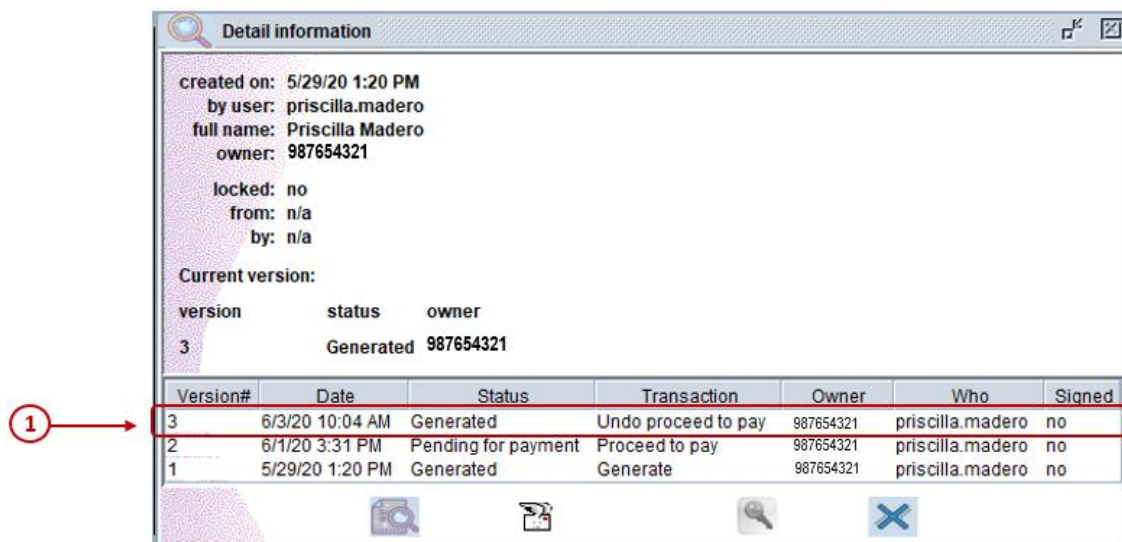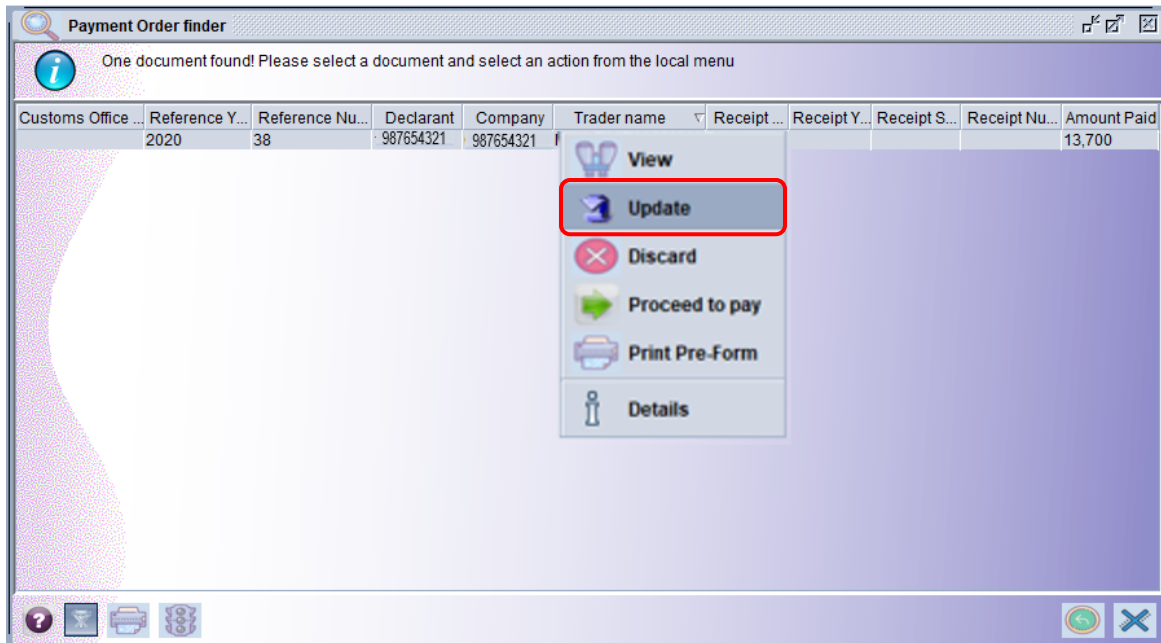The status of the Payment Order will be changed to *'Generated'* as shown in the image below.

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'*.

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'.*
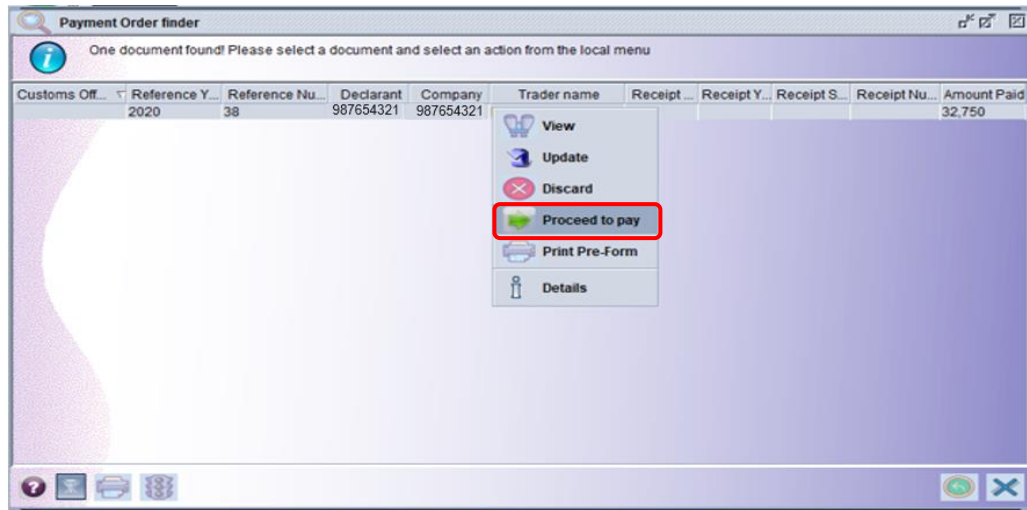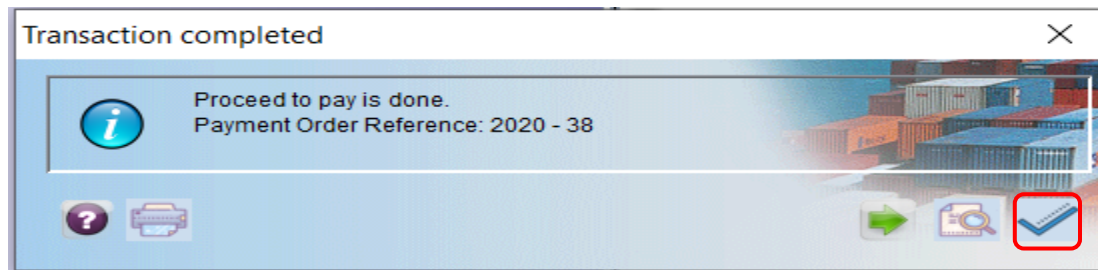
Figure 28: Modifying Payment Order

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