



# ASYCUDA WORLD MANIFEST USER GUIDE



**ASYCUDA** Project Team

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# 1. INTRODUCTION

In keeping with our vision to be a modern, effective and efficient administration offering professional service to all stakeholders, using international best practices, the Guyana Revenue Authority, Customs, Excise and Trade Operations launches its ASYCUDA World Manifest User's Guide. This manual is intended to provide its users with detailed instructions for preparing and submitting an electronic declaration for cargo. **WELCOME TO ASYCUDA WORLD!** 

**Customs Act Part III Section 67A and supporting regulations (Advance Passenger and Cargo Information) Regulation February, 2007** requires the master of every vessel and the commander of every aircraft arriving at a customs port or airport from a place outside of the state, or carrying goods brought in the vessel from a place outside the state and not yet cleared on importation , to submit and deliver a report in such form and manner and containing such particulars to the Commissioner- General.

To this end the Commissioner- General has directed that these instructions form part of the reporting requirements for vessels and aircrafts. It is our intention that this user guide will assist you greatly in fulfilling your obligation in this aspect.

The Cargo Manifest is the first point of contact for our Automated System. The main purpose is to provide necessary information about cargo for transport, commercial, and regulatory reasons. It is traditionally used by Customs as a control tool to ensure that the manifested cargo is accounted for. It also gives the Customs Department some advance notice on imported cargo in order to plan examination priorities, risk assessment and facilitates faster cargo clearance.

Access to ASYCUDA World is to be granted through an application process. A user or director of an entity applies to the Commissioner- General of the Guyana Revenue Authority using a prescribed form called **"ASYCUDA WORLD USER REGISTRATION FORM"**. The form makes provisions for a principal user (The Applicant) and the person who can act on behalf of the applicant. Each commercial type applicant account will be linked to a national Taxpayer Identification Number (TIN). Thus, each user included on the application will also be linked to the principal taxpayer ID. The Commissioner-General will issue each applicant and its designated user (s), 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 at his or her discretion. However, the system will force a change of password at his or her discretion. However, the system will force a change of password at his or whenever a user request a password change due to a forgotten password.

# 2. DEFINITION

The manifest document consists of two (2) segments, namely:

- 1. The Manifest General Segment
- 2. The Waybill Segment

The term **WAYBILL** covers the transport documents of Airway Bills and Bills of Lading. The bills can be categorized as either Master Bills or House Bills.

A **Master Bill** allows for 'degroupage' (breakdown) into other levels of Master and/or House Waybills in order to further identify consignments.

• The master waybill also represents the relationship between the carrier and the consolidator/freight forwarder in the case of a consolidated shipment.

A **House Waybill** represents one specific consignment. The goods related to it can be cleared directly by a customs declaration(s).

A **First level Waybill** is directly related to the manifest and it can be a House Bill or a Master Bill.

**Degrouped level Waybills** can either be a Master or a House created by the degroupage of a Master Bill.

# 3. CREATING A MANIFEST

## 3.1 MANUAL CAPTURE

### 3.1.1 Step 1 Access General Segment via Document Library

Upon receipt of the principal manifest the user will input the data into the ASYCUDA World. The manifest creation starts with the General Segment. Access the General Segment by navigating the Document Library using the Path: ASYCUDA Cargo Manifest Data Management Manual Capture Cargo Manifest

Right click at the **General Segment** and select **New** as illustrated below in figure 1 below.



Figure 1

### 3.1.2 Step 2 Key in data on General Segment

A General Segment page appears. The carrier's information will populate in its fields. The Shipping Agent's Tax Payer Identification Number (TIN) has to be inserted in the required field as illustrated in figure 2 below.

The Shipping Agent's TIN is tied to their Carrier(s) and if it is incorrect on the General Segment an error will occur at the level when storing the document.

🖹 General Segment - New [n/a]	5 <sup>2</sup> 1	X
File Edit View Help	100 %	
GA GUYANA CUSTOMS		
Manifest - General Information	Sagur	
Office of departure / arrival		
Voyage number Date of departure Place of Destination	Date of arrival Time of Arrival Registration number Date of registration Last discharge	
Place of departure	Port of Last Call	_
Shipping Information Carrier CMCU Shipping agent	Totals       Bills       Packages       Containers       Vehicles       Gross weight	
Transport Mode Nationality	Name of Vessel/Aircraft Place	
Registration	Date	
Master/Commander	A SALLE	•
Manifest Bol Scan Documents <sup>A</sup> CO-Loaders		

Figure 2

Use the Manifest Field Guide to insert all necessary data (F2 key). In some cases, reference data is provided from a drop down list or finder. **The mandatory fields will show red if it is not filled or data is incorrect.** 

ASYCUDA uses the Office Code, Voyage number or Registration Number (available after Registration) and Departure Date to retrieve a stored General Segment/ Manifest.

#### 3.1.3. Step 3 Referencing Scan Documents

ASYCUDA allows for the relevant supporting documents to be uploaded using the Scan Documents tab on the General Segment as shown in figure 3. User is required to select Attached File(s) Doc. Ref. date and Doc. Reference to upload the PDF version of the document using the

search is following by selecting the add document icon

		I	5 d 🛛
		100	%
		<u> 1</u>	
Date	Reference	Submitter instar	1
		-	
	Date of arriva Registration n 1	Date of arrival Time of Arrival Registration number	100

Figure 3

### 3.1.4. Step 4 Referencing CO-Loaders (Authorize)

The System allows the authorization of Co-Loaders to append under vessel sharing arrangements by utilizing the CO-Loaders tab. The main agent is required to reference the Co-

Loader/s carrier code then select the page icon to add details as shown in figure 4.

General Segment - New [n/a] File Edit View Help			r <sup>k</sup> ⊠
<u>ک ج جات الم</u>	)		100 %
GA GUYANA CUSTOMS			ARIVER HIS
CO-Loader(s)			
Authorize CO-Loader			A.
Code	Name	Status	

Figure 4

### 3.1.5. Step 5 Verify Document

Once all information is entered on the manifest, the verify icon may be used to verify the data entered as illustrated in figure 5 below.

General Segment - New [n/a]		5° 10 10
File Edit View Help		
		100 %
GASYCUDA		
Manifest - General Information		
Office of departure / arrival		
Versee sumber Date of departure	Date of arrival Est. Arr. Time	Registration number
Voyage number Date of departure	Date of arrival Est. Arr. Time	
Place of Arrival	Date of registration	Last discharge

Figure 5

The **Verify Command** allows the system to check the document for errors. If there are errors the system will return a message stating the error(s). Correct the error(s) and verify again using the same icon. Once there are no errors or the errors have been corrected, the system will return a message **"Document Verified"** as illustrated in figure 6 below.



### 3.1.6. Step 6 Store Document

After verifying the document, you may use the store icon on the toolbar to store the manifest general segment as illustrated in figure 7 below.

0

General Segment - New [BTHCU]	
ile Edit View Help	
	100 %
GUYANA CUSTOMS	
Manifest - General Information	
Manifest - General Information	
Manifest - General Information Office of departure / arrival	
Office of departure / arrival	
Office of departure / arrival	Date of arrival Est. Arr. Time Registration number
Office of departure / arrival           BTHCU         CUSTOMS BOATHOUSE           General Information         COMMISSION	Date of arrival Est. Arr. Time Registration number
Office of departure / arrival BTHCU  CUSTOMS BOATHOUSE General Information Voyage number Date of departure	Date of arrival Est. Arr. Time Registration number
Office of departure / arrival BTHCU CUSTOMS BOATHOUSE General Information Voyage number KLKL 09/01/2018	
Office of departure / arrival BTHCU CUSTOMS BOATHOUSE General Information Voyage number KLKL Place of Arrival	

Figure 7

The system will return a message **"Store is done"** as illustrated in figure 8 below.



Figure 8

The checked icon has to be selected.

### 3.1.7. Step 7 Adding Waybill(s) on the Stored Manifest

Proceeding to add **Waybill** click on the green arrow icon when storage is done. Clicking the green arrow will reopen the stored manifest. Clicking the blue arrow will close the window. The finder will have to be utilized to retrieve the General Segment as in 3.2.

#### ALWAYS REMEMBER TO MAXIMIZE YOUR SCREEN

Select Waybill tab. On this page click the Add Waybill icon from the menu bar as illustrated in figure 9 below. A dialog box will appear asking to confirm his/her action. Select the **tick** to confirm. A waybill page will appear with the information from the General Segment already inserted. This includes the **Office of Entry**, **Voyage #**, **Departure Date**, **Place of Loading & unloading, Carrier with Shipping Agent & Transport.** This means that the waybill is linked to the General Segment.

		W 🖉 🖉 🖺			1	100 %
	JYANA CUS A S Y C U D				R)	
anifest - Way	bills					
nrrier:	36	СМСИ	3			
Line nbr	Refnbr	Nb. Veh.	Nb. Ctn.	Packages	Gross weight	Remaini
	start -		Create	new B/L		
			0	Would you lik	e to add a new E	3/L?
					$\mathbf{x}$	

Figure 9

Input the required data according to the list provided, then verify and store using the

Store

icon as illustrated in figure 10.

Vaybill - New [BTHCU]	$r_k a_i$
Edit View Help	
) 🖹 🦉 🝙 🖨 🔍 🕥	100 %
GUYANA CUSTOMS	
Manifest - Waybill	
Office of departure / arrival BTHCU  V CUSTOMS BOATHOUSE	
Seneral Information	
Voyage number Date of departure	Date of arrival Est. Arr. Time Registration number
KLKL 09/01/2018	
Waybill reference number Waybill type	
waybin reference number waybin type	Nature Last discharge Waybill line
Previous document	UCR FAS/Liner Cargo
Tevious document	
Place of loading	Place of destination
USYUM YUMA	USYRV YORKVILLE
	lesses l'herene
Carrier	Place of loading - name hipper
C00001	
Swiss International Airlines	
FlugHafen Kloten Postffach 8085	
Zurich	
Shipping agent	
Fransport	
Mode	Name of Vessel/Aircraft
1 Sea transport	
Nationality	
Place of loading on current transport	Place of discharge from current transport
nuce of fouring on current transport	

Figure 10

The store confirmation box appears to indicate the Waybill was successfully stored. Click on the **Green arrow** to continue adding waybills to the manifest or the blue tick to close your window as in Figure 11 & 12.

Tra	ansaction completed	×
	Store is done.	
-	Print Waybill, condensed	
	e-Mail to:	
	<b>?</b>	📦 🗟 🛹

Figure 11

If the Blue tick was selected, then you may add an additional Waybill as before by following the steps in 3.2.

Tra	insaction completed	×
	Store is done.	
	Print Waybill, condensed	
	e-Mail to:	
	<b>?</b> 😑	📄 💽 🛹

Figure 12

# 3.2. AMENDING A STORED GENERAL SEGMENT

#### Step 1 – Retrieve General Segment

To amend a General Segment, use the following path: ASYCUDA Data Management Manual Capture General Segment, right click and select Find as illustrated in figure 13 below.



Figure 13

The General Segment finder appears. Insert the search criteria and select the search icon. Usually the search criteria for finding a stored manifest are the **Office Code**, the **Voyage Number**, and the **Date of Departure** as illustrated in figure 14 below.

Name	criteria	value #1	value #2
Document Status	equals	Stored	
Barcode	all		
Office code	starts with	GY406	
Place of loading	all		
Place of unloading	all		
Voyage number	starts with	Z	
Date of departure	equal	01/01/2018	
Carrier	all		
Registration Number	all		
Registration Year	all		
Registration Date	all		
Transport Identity	all		
Date of arrival	all		
Shipping Agent	all		

Figure 14

#### Step 2 – Modification option

The search result will be displayed by the finder. **Right Click** on the desired line and select **Modification** as illustrated in figure 15 below.

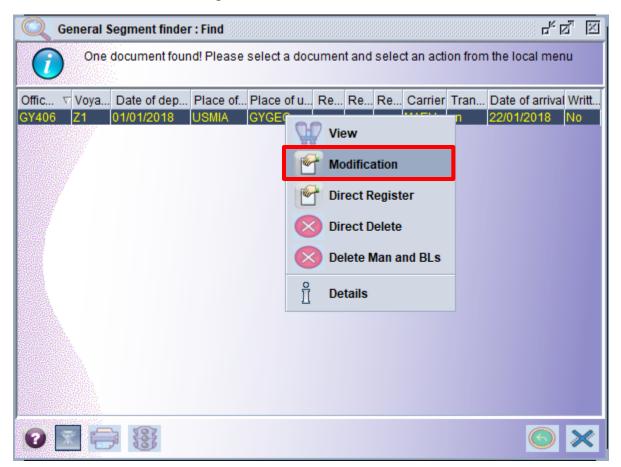


Figure 15

The Manifest General Segment opens and the user is allowed to make the necessary changes.

#### Step 3 – Confirm Changes

After making changes you select the verify icon as mentioned above. The system will display a

similar message then save the changes by clicking on the **"save changes"** icon **a**s illustrated in figure 16 below.

file <mark>Edit V</mark> iew Help	
🌐 🖌 🗢 🔜 🗖 🔍 🕨 🔘	100 %
Save Changes	



# 4. ADDING WAY BILLS TO A STORED MANIFEST

#### <u>A waybill can be added to a manifest in two (2) ways:</u>

# 4.1. METHOD 1

The user can find the manifest and open it in the modification mode as mentioned above in figure 14 & 15. Select the Waybill tab. On the page select the **"add Waybill"** icon from the menu as illustrated in figure 17 below. A dialog box will appear asking the user to confirm his/her action.

Edit Vie	ment - Modification [GY w Help	1400]						ත් <sup>2</sup> ප
~~	1 😑 🎧 🕸	W 🗸 💥 🖪						100 %
	GUYANA CU A S Y C U D	зтомз						
Nanifest	- Waybills							
Carrier:		MAEU	2					
Line nb	r Ref nbr	Nb. Veh.	Nb. Ctn.	Packages	Gross weight	Remaining packa	. Remaining gross.	Status
D 1	DEMO003-01	1	1	100	200	1. S.		HSE
2	DEMO003-02	0	1	100	200			HSE
o- 🗖 3	DEMO003-03	0	1	100	200			MST
					2	Would you like to a	add a new B/L?	
					0	Would you like to a	add a new B/L?	
					2	Would you like to a	add a new B/L?	
						Would you like to a	add a new B/L?	



Select the tick to confirm, a waybill page will appear with the information from the General Segment already populated as illustrated in figure 18 below. This includes the **Office of Entry**, **Voyage #, Departure Date, Place of Loading & unloading, Carrier with Shipping Agent & Transport**. This means that the waybill is linked to the General Segment.

🗎 Waybill - New [GY406]					
File Edit View Help					
	20				
	D A				
Manifest - Waybill				15754	A MARINA
Office of departure / arrival	ited Water Street				
General Information			T		
Voyage number	Date of departure	Le la	ate of arrival	Time of Arrival	Registration number
Z1	01/01/2018	Const.			
Waybill reference number	Waybill type	ľ	lature La	st discharge	Waybill line
Previous document			JCR		
Flevious document		ſ	JCR		
Place of loading		F	Place of unloa	dina	
				GETOWN	
Carrier-		Expor	ter/Shipper—	1	a diana
	and a share and a second	-		100 C 100	
					C_
		J			
Shipping agent					
Transport					
Transport			ame of Vess.		
1 Sea transport			in vess.		
Nationality					- KI
AD Andorra					
Place of loading on current	transport	F	Place of discha	arge from current trai	nsport
		[		3	
				1 Clarker	
Notifying Party		Consi	gnee		
				and the second se	
			-		
Waybill Containers Vehicle	Split Access				

Figure 18

Input the necessary data, then verify and store using the icons illustrated in figure 18 above.

The Store Confirmation box appears, the process of storing the waybill is now complete and the user can close the dialog box by clicking the blue tick as illustrated in figure 19 below.

Transaction of	ompleted	×
$\overline{i}$	Store is done.	
🗌 Pri	nt Waybill, condensed	
e-N	lail to:	
0	3	

Figure 19

However, the user may also select **Forward** icon to continue adding waybills to this manifest.

### 4.2. METHOD 2

Select a new waybill using the following path in the Document Library. ASYCUDA Manifest Data Management Manual Capture Waybill. Right click at **Waybill** and select **New** as illustrated in figure 20 below.

Pocument library	
Document View Help	
P       ASYCUDA         Or Construction       Asycuda World Reports         P       Cargo Manifest         P       Data Management         P       Manual Capture         E       Cargo Amend	
General Segment Way  Control XML Int  Control XML  C	
🗢 🗁 XML Integra 🗸 Add BL to Valida	ted Degroupage
Add BL to reg. m	anifest
My Profile Find	

Figure 20

A blank waybill page will appear as illustrated in figure 21 below.

1 Martin
Registration num
Waybill line

Figure 21

**Input the Office Code, Voyage Number, and the Date of Departure** of the manifest. As you input these key fields, the waybill will be populated with the data from the General Segment.

Continue to enter the remaining data for the waybill. When finished select "**Verify"** then "**Store"**, as illustrated in figure 21.

Transaction completed	×
Store is done.	
Print Waybill, condensed	
e-Mail to:	
<b>?</b> 😑	📄 🗟 🧹

Figure 22

The user can repeat the process to add another waybill to the manifest or can also select the **Forward** green icon as illustrated in figure 22.

# 5. ADDING A CONTAINER

**If** the arriving cargo is containerized, the **Container tab** must be selected and filled with the appropriate information. The user will then click on the "**Add a new Container**" icon after inputting container details in order to register the container data as illustrated in figure 23 below.

laybill - New	[GY406]										ی <sup>بر</sup> ا
Edit View	Help										
											100 %
	GUIANA	dd a new Contair U D A	ner in the second se								
Waybill - (	Containers		And And						Contraction of the second	A MARY MANDA COLOR OF A CASE	
		25		N.			100	Saul	JANE C		100
ontainer In			- Haulert			- 53		1 delet			
ontainer n	umber	Nbr. of pkg	Ctn. type	E/F	Seal numbe	rs		- in the second	Party	Empty weight	Goods weig
lin Temp. (	(CE)	Max Temp. (C	E)	Humidity	1923	Dang	gerous code	H.S. code	Goods d	escription	a contrain
olume		Container Line	•	Container	Disposition						
Contain N	Nbr. of Ctn.	type E/F	Soal phr	Soal nhr	. Seal nbr.	Party E	mpty Good	le Min To	Max To Hu	midity Danger I	darmon Goode
MEAU1 5			CTA123	Q123			30,000		Max re Inu	indity Danger i	USED I
								- Aller			
								-			
		A A				6					

Figure 23

In case of an error, right click on the container line, choose the *update* option from the menu as illustrated in figure 24 below.

Waybill - New [GY406]	r 🛛 🖉
ile Edit View Help	
$\textcircled{0} \boxminus \textcircled{0} \boxminus \textcircled{0}$	100 %
GA GUYANA CUSTOMS	
Waybill - Containers	
Container Information         Party         Empty weig           Container number         Nbr. of pkg         Ctn. type         E/F         Seal numbers         Party         Empty weig           Min Temp. (CE)         Max Temp. (CE)         Humidity         Dangerous code         H.S. code         Goods description	ht Goods weight
Volume Container Line Container Disposition	
Contain Nbr. of Ctn. type E/F Seal nbr. Seal nbr. Seal nbr. Party Empty Goods Min Te Max Te Humidity Danger	Harmon Goods
MEAU1 50 40RG 1/1 C1 F123 CR 30,000	USED I
© Update	

Figure 24

Amend information and select the **"update container"** icon as shown in figure 25.

Edit View Help									
e Edit View Help									
									100 %
GUYAN	date a Contai								
	CUDA				R			RET HIS	
Waybill - Container	rs	Acres 1					Contraction of the second s	D mockede distance . 797 - 24244	
Container Information		Ctn. type	F/F S	Seal numbers			Party	Empty weight	Goods weigh
Container number	Nbr. of pkg	Ctn. type		eal numbers	Q123	F123	Party CR	Empty weight	
Container Information Container number MEAU123456-0 Min Temp. (CE)	Nbr. of pkg	40RG		and a second	Q123 Dangerous code	F123 H.S. code	CR	Empty weight escription	Goods weigh
Container number MEAU123456-0	Nbr. of pkg 50	40RG	1/1 C	and a second			CR Goods d		30,0
Container number MEAU123456-0	Nbr. of pkg 50	40RG CE)	1/1 C	CTA123			CR Goods d	escription	30,0
Container number MEAU123456-0 Min Temp. (CE)	Nbr. of pkg 50 Max Temp. (	40RG CE)	1/1 C Humidity	CTA123			CR Goods d	escription	30,0
Container number MEAU123456-0 Min Temp. (CE)	Nbr. of pkg 50 Max Temp. ( Container Li	40RG CE) ne	1/1 C Humidity	Disposition	Dangerous code	H.S. code	CR Goods d USED INT	escription	30,0 RS 300KVA

Figure 25

# 6. ADDING A VEHICLE

**If** the arriving cargo has vehicle (s), the **Vehicle tab** must be selected and filled with the appropriate information. The user will then click on the **"Add a vehicle"** icon in order to register the vehicle information as illustrated in figure 26 below.

ybill - New [GY406] Edit View Help									
	20								
GUYANA C	Constant of the second s						51		
Waybill - Vehicles							Address of a	- A DECARA	
	S S AND			1	Sal				9×
hicle Information	ngine Number	Engine(cc)	Odometer Readi	ng Make/E	Brand	Year (	Color	() Net	Add Vehic w • Usec
Chasis#		Engine#	Engine(cc)	ODO	Brand code	Brand name	Year	Color	Quali
V123456	56T6	Liigine#	2000	35000	Dranu coue	RANGE ROVER EVOQUE			used
						1			
						<u>1</u>		~	

Figure 26

# 7. SPLITTING A WAYBILL

A House Waybill maybe split into different lines according to package types or commodities since there's normally one package type on a waybill. **This must not be confused with degroupage where you have many consignees.** 

The waybill to be split must be located using the finder. Once located and opted to be modified, right click the **Waybill** and select **Split BL** as illustrated in figure 27 below.

Edit View	Help							
~~	1 ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (	W 🗸 💥 🚍	, d Q Þ					100 %
	GUYANA CUS A S Y C U D	TOMS	_					
lanifest - V	Vaybills							
arrier:		MAEU						
				Deekeese	Orean unight	Demoising a sector	Demoising	Status
Line nbr	Refnbr	Nb. Veh.	Nb. Ctn.	Packages	Gross weight	Remaining packa	Remaining gross.	Status
Line nbr	Ref nbr TEST3-2018-1	Nb. Veh. 0	Nb. Ctn. 0	Fackages 500	Gross weight 500	Remaining packa	Remaining gross.	MST
							Remaining gross.	and the second se
D1	TEST3-2018-1			500	500	View Modifica	tion	and the second se
D1	TEST3-2018-1			500	500	View Modifica	tion	and the second se

Figure 27

The waybill will be presented. Select the split tab on the bottom of the waybill as shown in Figure 28. Enter the split information then select the "Add a new line" icon to save. Errors/Mistakes can be corrected by right clicking the saved split and selecting "Update line". Use the Update line icon

**on** the toolbar to save the updated split. Once the split is completed, use the blue tick on the tool bar to save the waybill as illustrated in Figure 28.

	View Help		)					100 %
lbr. of	pkg	Package	code Gro	oss weight	Container number 653	s Marks & nb.		Ree C
oods	description							
ine l	Nbr. of pkg	Package code	Gross weight	Container number	Goods desc.	Marks & nb.	Rem. Pkg.	Rem. Wgt.
1		BG BG	300 200	653 653	Remove line Update line	AS STATED AS STATED	0	0
		15			25			
					THE REAL			

Figure 28

# VALIDATING A SPLIT

The split must be validated so that it can be used in a customs declaration. To validate the waybill select the waybill which have been split from the list of waybills.

# 8. GRANTING WAYBILL ACCESS

The access tab allows for authorizing degroupage and splitting at the waybill level as illustrated in figure 29. Kindly note that access to degroupage is assigned to Master Waybill and access to Split is assigned at the House Waybill Level using the required fields. The agent granting access is required to reference the Tax Payer Identification Number (TIN) of the Shipping Agent or Declarant to which the acess is being granted for the particular Waybill.

🖹 Waybill - New [n/a] File Edit View Help	5° 5° 5°
	100 %
Access rights	
I, the owner of this waybill, confirm that the following company/declarant is authorized to use this waybill in its t	rade operat
Authorized operation —	
This waybill will be split by the declarant below	
Authorized company to Degroupage	
Authorized company to begroupage	
Authorized declarant to Split	Maria
	•
Waybill Containers Vehicle Split Access	

Figure 29

# 9. AMENDING A STORED WAYBILL

## 9.1. METHOD 1

Find the stored manifest, right click on the selected manifest and choose modification as illustrated in figure 30 below.

General Se	egmen	t finder : Fin	d									े 🖻 🛛	ৰ স
6 doct	uments	s found! Plea	ase sele	cta	docum	ent a	and	sele	ect an a	ction from th	e loca	l menu	
Offi Voyage	nu D	ate of dep	Place	Pla	ace of	R	R	R	Carrier	Transpor	Date	of arri	Writ
GY100 L201801	11 19	9/01/2018	USMIA	GY	GEO					MV Cma	19/01	/2018	No
		9/01/2018	USMIA		GEO					MV Cma	19/01		No
GY406 DEMO06		144/0047	LICHIA		GEO					_	03/11		No
GY406 TEST3-2		View			GEO			~	MAEU	JOHN B	26/01		No
GY406 JH2018					GEO	4					18/01		No
GY406 DEMO0		Modificatio	on		GEO	11	2	2	MAEU	SS ENTE	23/01	/2018	No
	6	Direct Reg	ister										
	$\otimes$	Direct Dele	ete										
	$\otimes$	Delete Mai	n and BL	s									
	Ĩ	Details											
0 🗵 🖨		222											╳

Figure 30

After the manifest is opened, click the **waybill tab** to get the list of waybills. Right click on the desired waybill line and select Modification as illustrated in figure 31.

General Segme Edit View		dification [GY4	06]					ದ	' ত্র'
		<b>A</b>	W 🖉 🕱 🗧					100 %	6
Manifest - V	A S	YCUD/							
Carrier:	vaybiii		MAEU	3		250	TER		
Line nbr		Refnbr	Nb. Veh.	Nb. Ctn.	Packages	Gross weight	Remaining packa	Remaining gross.	
<u>1</u>	DEMO	002-01	1	1	100	200			HISE
2	DEM	View	0	1	100	200			HSE
3	DEM	Modific	ation 0	1	100	200	100	200	MST
		Direct I							
		Detail							
	1100					In the las			

Figure 31

#### Make changes

The waybill opens and allows the user to make the required changes. **Verify** and **Save** the changes inputted.

## 9.2. METHOD 2

The user may also select the waybill using the waybill finder as illustrated in figure 32 below.

Eile View Window Help												
Document library		aybill finder 21 documents found! P	lease select a docum	ent and select an ac	tion fror	m the loc	al menu				<u>ц</u> к 🛛	×
ASYCUDA     ASYCUDA     ASYCUDA     ASYCUDA	4 Offic 1 GY100	Voyage n Date of depa. L201801 19/01/2018	B/L refer Exporter/ ADSAD2 po	Goods Descripti asdasd	Pare		Type Na 710 23	Place of I. USMIA	Place of u GYGEO	HSE	S Consigne	-
<ul> <li>♀ ➡ Cargo Manifest</li> <li>♀ ➡ Data Management</li> </ul>	GY406 GY406 GY406	DEMO003 01/11/2017 DEMO003 01/11/2017 DEMO003 01/11/2017	DEMO0 QUIRCH			MAEU	710 23 710 23 710 23	USMIA USMIA USMIA	GYGEO GYGEO GYGEO	HSE HSE	TRINIDAD KMS INTE JAS DO B	
♀ 🗃 Manual Capture ■ Cargo Amend ■ General Segment	GY406 GY406 GY406	DEMO003 01/11/2017 DEMO003 01/11/2017 DEMO003 01/11/2017	DEI View DEI DEI Modifica	I DING MAT		MAEU	711 23 710 23 710 23	USMIA USMIA USMIA	GYGEO GYGEO GYGEO	MST HSE HSE	JAS DO B KMS INTE JAS DO B	
Waybill  Concerning  Concerni	GY406 GY406 GY406	VJ2018 01/01/2018 M2018 01/01/2018 M2018 01/01/2018	VJ2 M20 Direct D	elete nassembl motor vehi sed nissa	M20	MAEU MAEU	711 23 710 23 711 23	USMIA USMIA USMIA	GYGEO GYGEO GYGEO	MST HSE MST	ANRAL IN ADRIANN ADRIANN	
	GY406 GY406 GY406	M2018 01/01/2018 M20180 01/01/2018 M20180 01/01/2018	M2C Split BL M2C Details	sed tractor sed toyota sed toyota		MAEU MAEU	711 23	USMIA USMIA USMIA	GYGEO GYGEO GYGEO	MS MST HSE	PATRICIA MILLBUR	
SMATER My Profile Not Halan	GY406 GY406	MUL201 01/01/2018 M2018 01/01/2018	MULzo ramcara M2018 gee	new multi purpo		MAEU MAEU	710 23 710 23	USMIA USMIA	GYGEO GYGEO	HSE HSE	MILLBUR VERNON	
	GY406 GY406 GY406	M20180 01/01/2018 JH2018 02/01/2018 JH2018 02/01/2018	M20180 Jim Jones JH2018 hello JH2018 ALBERT	bookds\\s CELLULAR PH		MAEU	710 23 710 23 710 23	USMIA USMIA USMIA	GYGEO GYGEO GYGEO	HSE HSE HSE	MILLBUR	
	GY406	MUN201 16/01/2018	1000 6	2		MAEU	710 23	USMIA	GYGEO	HSE		<

Figure 32

#### Make changes

The waybill opens and allows the user to make the required changes. **Verify** and **Save** the changes as illustrated in figure 33 below.

NB: The information from the General Segment will not be able to change in the Waybill.



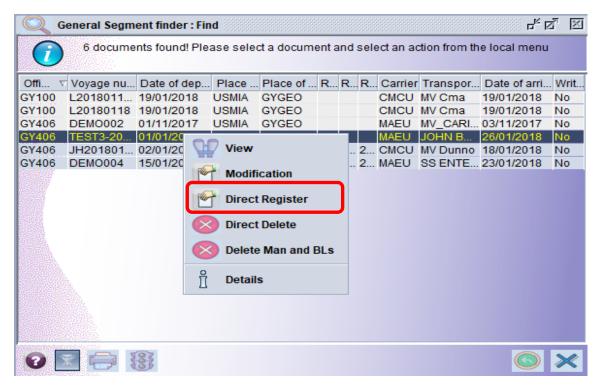
Figure 33

# 10. REGISTERING A STORED MANIFEST

### 10.1 OPTION 1 – DIRECT REGISTER

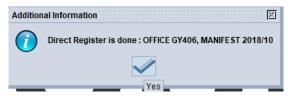
Find the manifest using the finder. Use the path ASYCUDA Cargo Manifest Data Management Manual Capture Cargo Manual Capture Manual Capture Cargo Manual Capt

Insert criteria in the finder and select Search. The finder result, select the desired line, right click and **Direct Register** as illustrated in figure 34 below.





If there are errors on the manifest it will not register. All errors must be fixed before registering. Once there are no errors the systems will return a box stating that the transaction is completed as illustrated in figure 35 below.



#### Figure 35

# 10.2 OPTION 2 – REGISTER FROM OPENED MANIFEST

On an opened manifest in Modification mode select the Register icon from the menu bar as illustrated in figure 36 below.



Figure 36

Similarly, a dialog box pops up stating that the registration is done and it gives you the registration number as illustrated in figure 37 below.

Transaction completed	×
Register is done. SY406, MANIFEST 2018/14	
Print Manifest	
Print Manifest, condensed	
e-Mail to:	
<b>?</b>	📦 🗟 🛹

Figure 37

# 11. HOW TO AMEND A REGISTERED MANIFEST

In order to amend a registered manifest, the user must apply to the Commissioner – General using the ASYCUDA World system.

Use the following path to apply ASYCUDA Cargo Manifest Data Management Manual Capture Cargo Amend.

At **Cargo Amend** right click and select **New** to make a new application as illustrated in figure 38 below.

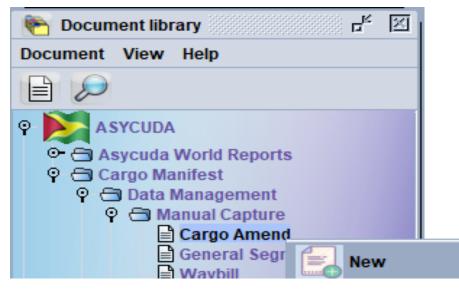


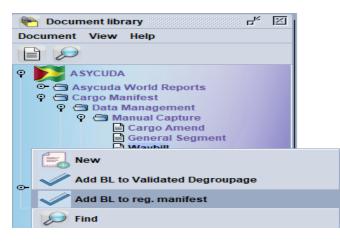
Figure 38

An application to amend manifest will open as illustrated in figure 39. Input the relevant amendment data, then verify and submit using the green tick as illustrated.

Cargo Amend - New [n/a]	r <sub>k</sub> Q <sub>4</sub> 🖂
File Edit View Help	
€ <mark>~</mark> 2©	100 %
GUYANA CUSTOMS	
Cargo control amendments	
Customs office	Application ID Submitted on
Search by:	Shipping agent
Manifest registration	013912467 CONSOLIDATED CARGO AND AVIATION SERVICES I
	Type of amendment(s):         Amend manifest (place of departure, master info, etc.)         Amend waybill(s) (packages, weight, volume, freight etc.)         Amend container(s) (reference, type, seals, etc.)         Other amend
Reason for amendments	
Request	

#### Figure 39

The Customs Department will receive this application and either Approve or Reject. When the application is approved the manifest/ waybills will be updated automatically except when the **Add Waybill to register manifest feature is used**. Here the user will have to add the waybill himself by clicking the waybill and selecting the **"add waybill to registered manifest"** as illustrated in figure 40below.



#### Figure 40

The user is advised that a reason should be given for his amendment. Where the amendment is a Shortage or Delete Waybill, the reason should include one of the following: (a) were not loaded, or (b) have been discharged at a previous port.

# 12. DEGROUPAGE

There are two (2) options for de-grouping a master waybill.

#### 12.1. FOR CARRIERS

Use the following path: ASYCUDA Cargo Manifest Data Management Manual Capture Cargo General Segment. Right click at Waybill and select new.

Before registration and where the manifest is opened for modification as illustrated in figure 41 below, the carrier will select the tab bills of lading (Bol).

General Segment - Modification [GY406]		r, Q, X
ile Edit View Help		
$\bigcirc \checkmark \checkmark = \square \bigcirc \triangleright \oslash$		100 %
GAGUYANA CUSTOMS A S Y C U D A Manifest - General Information		
		10 March
Office of demotion ( and all		
Office of departure / arrival GY406 Muneshwers Limited Water Street		
General Information		
Voyage number Date of departure	Date of arrival Time of Arrival	Registration number
ML20180119 01/01/2018	15/01/2018 V 11:27	
Place of Destination	Date of registration	Last discharge
GYGEO GEORGETOWN		18/01/2018
Place of departure	Port of Last Call	
USMIA MIAMI		
Shipping Information	Totals	
Carrier	Bills	2
	Packages	200
	Containers	1
	Containers	
	Vehicles	2
	Gross weight	200,000
Shipping agent	Gloss weight	200,000
_ Transport		
Mode	Name of Vessel/Aircraft	
1 Sea transport	0	
Nationality	Place	1
GY Guyana	0	
Registration	Date	19 CONTRACTOR
0	19/01/2018	
Master/Commander		
0		
	and the second se	
r Tonna		
Manifest Bol Scan Documents* CO-Loaders		

Figure 41

Highlight the desired master Waybill and click the **Add Waybill** icon. A pop up window appears asking if you want to create a waybill in the master as illustrated in Figure 42 below.

🖹 General Segme	ent - Modification [GY40	16]						r 9
File Edit View	1.5. S. S. S.							
⁄)√√	🔁 🕋 🕹 🎙	7 🗸 🕱 📴						100 %
-0-	GUYANA CUST	OMS			Contraction of			
GNA	ASYCUDA	U M S		FOI L			THE REAL PROPERTY.	
Manifest - W	/avhills		A CONTRACTOR					
Mannest - W	aybins		10000			1 5 S S A	A DE	
Carrier:		S adde						
		Chenner 1	3					
Line nbr	Ref nbr ML20180119-01	Nb. Veh.	Nb. Ctn.	Packages 100	Gross weight 100 000	Remaining packa	. Remaining gross.	Status
	ML20180119-01	1	0	100	100 000			MST
- 3	CMCU20180119	1	1	100	50 000		1.1.2.2.2.2	HSE
4	CMCU20180119	0	0	500	150 000			HSE
5	CMCU20180119	0	0	100	1 000			HSE
1 22 2 2 3		Crea	te new B/L		X			
			Would you li	ike to add a new	v B/L?			
				X				
		- Child			P			

Figure 42

Select yes and a waybill page appears. The information from the manifest would have been already populated. The master waybill number will have to be inputted in the "**previous document**" field.

Complete the waybill. When data is finish inputted, user must then **verify** and **store** as illustrated in figure 43 below.

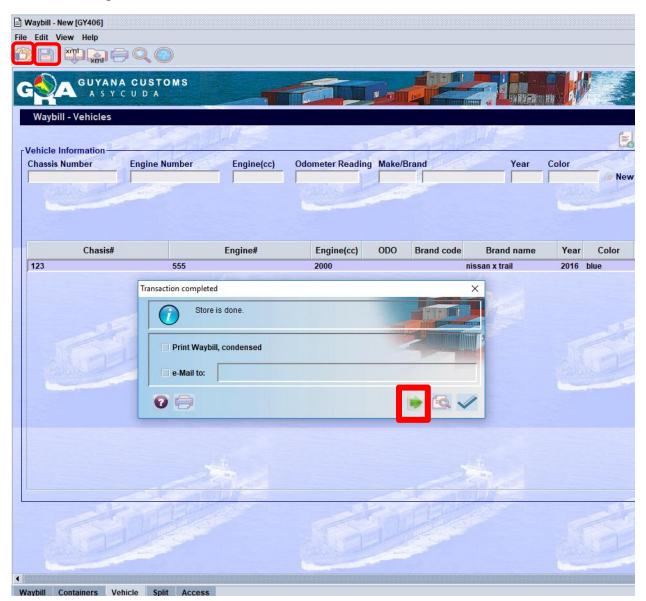


Figure 43

Select the forward Green icon as illustrated in figure 43 above to continue adding waybills to the master.

#### 12.2. FOR CONSOLIDATORS

The consolidator will receive his master waybill from the carrier.

You must use the information on this master waybill to create your house bills.

Use the following path: ASYCUDA => Cargo Manifest => Data Management Manual Capture => Waybill. Right click at Waybill and select new.

Key in the data for the first house waybill. When finish, then verify and store respectively.

Please note the Master Waybill number must be inputted in the the <u>Previous Document</u> in order for the house waybill to attach itself to the master.

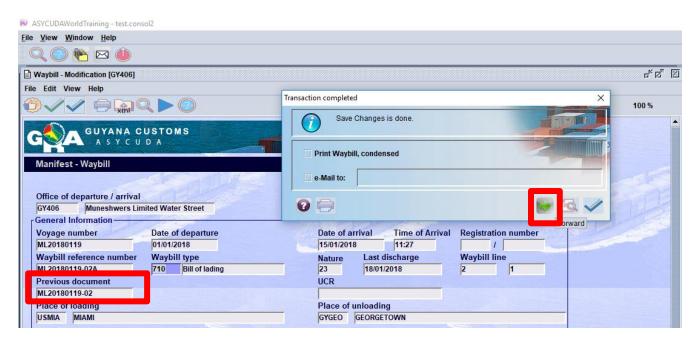


Figure 44

Select the **forward Green icon** to continue adding waybills to the waster as illustrated in figure 44 above.

### 12.3. FOR VALIDATING DEGROUPAGE

When the consolidator is finished adding all his /her waybills and once the Carrier gives the **"Agent Release"** (shown in figure 45) then the Consolidator would **"validate the degroupage"** (shown in figure 46). All degroupage must be validated before customs clearance.

File Ed	lit View Help							
3.	/ 🗇 🔛 🔇	≥₩ 🗸 💥		)				100 %
A	GUYANA CUS A S Y C U D J	TOMS						
A CONTRACTOR								
est - W	/aybills							NEW RESIDE EXCELLER . 750
est - W	/aybills	Sand L	3		-	A SALAN		
:	/aybills Ref nbr	Nb. Veh.	Nb. Ctn.	Packages	Gross weight	Remaining packa	Remaining gross.	Status
	1	Nb. Veh.		Packages 500	Gross weight	Remaining packa	Remaining gross	Status

Figure 45

To validate a degroupage, select the master waybill, right click and select **Validate Degroupage** as illustrated in figure 46 below.

Qv	aybill find/	er												L Tata
0	5 docu	ments found! P	lease select	a docur	nent and select an ac	tion fi	rom the I	local i	menu	I				
	Voyage	. Date of dep		Export.		Pa	_							onsignee Name
SY406	VJ2018	01/01/2018		gggg	one unassembled		MAEU			USMIA	GYGEO	MST	AN	RALINVESTME
Y406	M2018	01/01/2018	M2018-03B		used catterpillar e					USMIA	GYGEO	H	- 1	View
GY406 GY406	M2018 M2018	01/01/2018 01/01/2018	2018-03A M2018-03	CCC dot		M2	MAEU			USMIA USMIA	GYGEO GYGEO	H M	-	
SY406	VJ2018	01/01/2018			one used tractor, one unassembled	VI					GYGEO	M	2	🕇 Validate Degroupag
													Ĩ	Details
0		000												



## 13. FAST CARGO INTEGRATION – FULL CARGO

The XML integration option of capturing manifest allows the user to upload or import an .xml file that has been generated by the carrier's system into ASYCUDA World.

#### 13.1. SELECT THE FCI OPTION

Navigate the Document Library through the following path: ASYCUDA Data Management XML Integration select Full Cargo Integration as illustrated in figure 47 below.

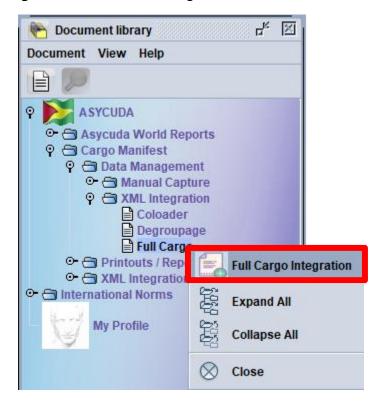


Figure 47

The full cargo integration page opens as illustrated in figure 48.

From the **Select an .xml** field, click the search .xml icon as illustrated in figure 48 below.

2, 🔘 🍖 🖂				
Full Cargo - Full Cargo	Integration			
e Edit View Help				
2 🛛 🔘				
	ANA CUSTOMS			
A S	YCUDA			
Full Cargo XML In	tegration			le le
Full Cargo XML In	tegration	and the		
	a the		104	- And De
Full Cargo XML In Select an XML File	a the			
	a the			
	a the			Select XML F
				Select XML F
Select an XML File General Segment Ir	nformation	Date of Departure	Total Coloaders	Select XML F
Select an XML File		Date of Departure	Total Coloaders	Select XML F
Select an XML File General Segment Ir	nformation	Date of Departure	Total Coloaders	Select XML F

Figure 48

#### 13.2. SELECT AN "XML" FILE

A dialog box opens allowing you to search for a file. When the file is identified click open to access file which will then be integrated into the Full Cargo XML Integration page as illustrated in figure 49 below.

<u>File View Window H</u> elp	
🔍 🕜 隆 🖂 👅	
🗎 Full Cargo - Full Cargo Integration	
File Edit View Help	
GOA GUYANA CUSTOMS	🛛 💀 Open 🛛 🗙
Full Cargo XML Integration	Look in: 🗋 Sample XMLMessages 🔹 🖬 🗂 🎛 🔚
	COLOADER_GUYANA_GOOD.xml C manifestExampleTemplate.xml
the address to add	COLOADER_MESSAGE.xml
Select an XML File	ColoaderExampleTemplate.xml
Y:IMANIFEST EDI FILESIdocsiSample XMLMessagesiFULL_CARGO_GUYANA_GOOD.xml	DEGROUPAGE_GUYANA_GOOD.xml
COMPANY COMPANY	DEGROUPAGE_MESSAGE.xml
r General Segment Information	degroupageExampleTemplate.xml
	FULL_CARGO_GUYANA_GOOD.xml
Customs Office Voyage Number Date of Departure Total Coloaders	File Name: FULL_CARGO_GUYANA_GOOD.xml
Waybills Packages Containers Gross Mass Vehicles	Files of <u>Type</u> : ★.xml
	Open Cancel

Figure 49

### 13.3. CHECK XML CONTENT

Once the XML file is integrated, click the **Check XML Content** in the menu bar as illustrated in figure 50 below.

<u>File View Window Help</u>	K			
0.00 🖗 🖂	Û			
🖹 Full Cargo - Full Cargo In	tegration			
File Edit View Help				
	NA CUSTOMS Y C U D A			
Full Cargo XML Inte	egration			
	-355	ALL MARKED		2000
r Select an XML File-			- Charles	
			and the second s	
Y:\MANIFEST EDI FILES	docs\Sample XMLMessag	es\FULL_CARGO_GUYANA_	GOOD.xml	
General Segment Inf	ormation ———			
Customs Office	Voyage Number	Date of Departure	Total Coloaders	
Waybills	Packages	Containers	Gross Mass	Vehicles
Errors			X	
	re detected, do you want t	o open the generated PDF fi	102	
	rs detected, do you want t	o open the generated PDF h		
	🗸 🗡	6	Sumpel.	
			instance.	

Figure 50

If there are errors a pdf file with the errors will be displayed. Fix the errors and check xml content again.

Full Cargo - Full Cargo Ir	ntegration			<u> </u>
File Edit View Help				
1				100 %
	NA CUSTOMS Y C U D A			
Full Cargo XML Int	egration			
	- Second		1	SESAUL
r Select an XML File-	10- 10- 10- 10- 10- 10- 10- 10- 10- 10-	1000		13200
	\docs\Sample XMLMessages	EULL CARGO GUYANA G	000 xml	
T.WANIFEST EDIFILES	uocsisampie Ameniessages	SPOLL_CARGO_GOTANA_G	OOD.XIIII	
General Segment Int	formation			
Customs Office	Voyage Number	Date of Departure	Total Coloaders	
GY406	DEMO003	01/11/2017	1	
Waybills	Packages	Containers	Gross Mass	Vehicles
3	300	3	600	1
Cargo Integration				
Chec	k done			
	Check Done: XML valid			

Figure 51

Once no error is detected, the General Segment Information will be populated and the system will return a message stating "**Check done: XML valid**" as shown in figure 51.

### 13.4 SAVE AND STORE

You may now save and store.

ull Cargo - Full Carg							
Edit View Help							100 %
							100 %
	YANA CUSTO	MS			Carlos and the second	and and the second s	
	SYCUDA					PD	The statement
		Statute Service					
ull Cargo XML	Integration						
						100	95
Select an XML Fil	e	1 - Jailan	1222	_			
New Street		LI PLASS			The Contraction		0
Y:\MANIFESTEDI FIL	ES\docs\Sample XM	MLMessage	s/FULL_CARGO_GU	YANA_G	OOD.xml		-
General Segment Customs Office GY406	Unformation	mber	Date of Departu	Ire	Total Coloade	ers 1	
Customs Office GY406	Voyage Nu DEMO003	mber	01/11/2017	Jre		1	
Customs Office	Voyage Nur DEMO003 Packages				Total Coloade	1 Ve	hicles
Customs Office GY406	Voyage Nur DEMO003 Packages	300	01/11/2017 Containers	<b>Ire</b> 3		1 Ve 600	hicles
Customs Office GY406	Voyage Nur DEMO003 Packages		01/11/2017 Containers			1 Ve	
Customs Office GY406	Voyage Nur DEMO003 Packages	300 saction comp	01/11/2017 Containers			1 Ve 600	
Customs Office GY406	Voyage Nur DEMO003 Packages	300 saction comp Inte	01/11/2017 Containers			1 Ve 600	
Customs Office GY406	Voyage Nur DEMO003 Packages	300 saction comp Inte Offi	Containers Containers Deleted gration successful hifest reference : ce :	3	Gross Mass	1 Ve 600	
Customs Office GY406	Voyage Nur DEMO003 Packages	300 saction comp Inte Offi Voy	Containers Containers Deted gration successful nifest reference : ce : age number :	3	Gross Mass	1 Ve 600	
Customs Office GY406	Voyage Nur DEMO003 Packages	300 saction comp Inte Offi Voy	Containers Containers Deleted gration successful hifest reference : ce :	3	Gross Mass	1 Ve 600	
Customs Office GY406	Voyage Nur DEMO003 Packages	300 saction comp Inte Offi Voy	Containers Containers Deted gration successful nifest reference : ce : age number :	3	Gross Mass	1 Ve 600	

Figure 52

### 13.5 REGISTER

To register the document, you retrieve the manifest using the General Segment finder. Right click and select **Direct Register**.

## 14. FAST CARGO INTEGRATION – DEGROUPAGE

For the **Consolidator** to submit his/her degroupage via xml integration, he/she must navigate the document library and select **Degroupage**.

Right click at **Degroupage** and select **Degroupage integration**. Select the xml file using the same method as illustrated in figure 48 & 49 above and check xml content as illustrated in figure 53 below.

egroupage - Degroup	age Integration			с <sup>к</sup> В
Edit View Help				
				100 %
	ANA CUSTOMS			
	YCUDA			N
	and the second			
egroupage				
elect an XML File-		1000		
MANIFESTEDI FILE	SidocsiSample XMLMessage	NDEGROUPAGE GUYANA	GOOD xml	
INFINITEST EDI FILES	Moosi Sample Ameniessage	SIDEGROUPAGE_OUTANA_	_0000.Am	-
aster Document In	formation	and the second second second	and a state of the	
ustoms Office	Voyage Number	Date of Departure		
Y406	DEMO003	01/11/2017		
laster Waybill	Packages	Gross Mass		
EMO003-03	100	200		
ML - Total Number				
ML - Total Number	01	al a la companya de la		- adl
Vaybills	Packages	Containers	Gross Mass	Vehicles
	300	1		150 0
- Caller	CI	ieck done	X	
		~		
go Integration Degro	upage	Check Done: XML v	valid	
		-		
		1		

Figure 53

It is to be noted after saving the xml degroupage the consolidator must inform the Carrier Agent for him/her to validate the degroupage to ensure that the house waybills can be used by a customs declaration.

## 15. HOW TO PRINT MANIFEST & BILL OF LADING

Follow this path to generate a printout of the entire Manifest. ASYCUDA Cargo Manifest Printouts/Reports Printout Full Cargo. At full Cargo right click and select Print as illustrated in figure 54 below.

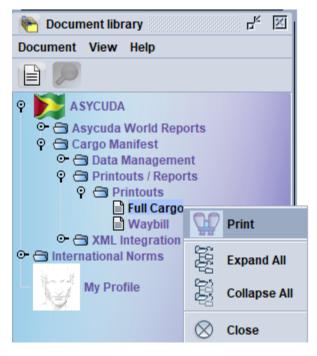


Figure 54

Fill in the **Office Code, Voyage Number** and **Date of Departure** and select print from the menu bar to print a manifest as illustrated in figure 55.

100 %

Figure 55

The Print Full Cargo must be printed by the Shipping's Agent and attached to the Ship's Report form which is submitted to Customs.

# 16. PRINT ALL WAYBILLS

Follow this path to generate a printout of the entire Manifest. ASYCUDA Cargo Manifest Printouts/Reports Printout Waybill. At waybill right click and select Print as illustrated in figure 56 below.

The carrier/consolidator will use this option to print all the waybills to give to the consignee.

Waybill - Print	r <sup>k</sup> ⊠₁ ⊠
File Edit Waybill - Print	
	100 %
Manifest - Print Degroupage	e Asycuda
Parameters Customs office Voyage number Date of departure Line number OR Waybill reference	Asycuda World Reports O Cargo Manifest O Data Management O Printouts / Reports O Printouts Full Cargo Wayrin O XML Integra O International Norm My Profile Collapse All Collapse All Colse
Manifest Report	⊗ Close



Insert Office Code, Voyage Number and Date of Departure of a manifest to print all the waybills for that specific manifest as illustrated in figure 56 above. If you insert a master waybill number, then only the waybills in the de-groupage will print.

N.B. For consolidators the **Voyage Number** and **Date of Departure** will be that of the Carrier's Master Waybill that would have been assigned to you.

Checking the **Print Simplified Declaration box** will allow you to print a waybill for a simplified declaration (non-commercial).

# 17. AGENT RELEASE

The Agent Release control in ASYCUDA allows for the Carrier Agents or Consolidators to effect the validation of Waybills for further processing. This level of validation is an indication that the party that has been issued the waybill has satisfied all financial and other obligation as contracted. The system restricts the validation of degroupage to Master Bills if the Agent release function is not performed, in addition it further restricts the release/exit of House Waybills from the custody of Wharfingers/Terminal Operators.

Agent would retrieve Waybill right click on option available and select Agent Release to the particular bill as shown in figure 57.

General Segment								r s s
File Edit View H	ielp 🕋 🍄 🦞 🗸	* % 🔍 🕨						100 %
GAGA	A S Y C U D A		-					
Manifest - Wa	aybills							
Carrier:		MAEU	3					
Line nbr	Refnbr	Nb. Veh.	Nb. Ctn.	Packages	Gross weight	Remaining packa	Remaining gross	Status
<u></u> 1	VJ100-1	0.0	1	420	5 600	420	5 600	MST
			View	_				
			Agent Release	30				
		Ľ	Location					
		C	Validate Degroup	oage				
			Authorize					
		ñ	Detail					
		1						
		and the second		Additional	Information	1		X
				() o	peration Ag	gent Release is	done on wayt	oill "VJ100-1"
Manifest Bol	Scan Documents*	CO-Loaders				$\checkmark$		



### 18. ASYCUDA WORLD MANIFEST FIELD USER GUIDE

	Manifest: General Segment						
Fields	ACTION	Description					
Office Code	Mandatory	The code of the Customs Office of Departure or Arrival.					
	General Information						
Voyage number	Mandatory	The no. given by the vessel or aircraft operator allowing for the unique identification of the current journey.					
Date of Departure	Mandatory	The Date when the vessel or aircraft started its journey or when it leaves the place of departure.					
Date of Arrival	Mandatory	The date when the vessel or aircraft arrives at the place of destination.					
Time of Arrival	Mandatory	The Time when the vessel or aircraft arrives at the place of destination.					
Registration Number	System	The year and serial number given to the manifest by the system at registration.					
Date of Registration	System	The date and time of registration of the manifest.					
Last Discharge	Optional	The date when all the goods of the manifest have been unloaded from the vessel or aircraft.					
Place of Destination	Mandatory	The place (LOCODE) where the vessel or aircraft arrives to discharge its goods in Guyana.					
Place of Departure	Mandatory	The place (LOCODE) where the vessel or aircraft begins its voyage.					
Port of Last Call	Mandatory	The place (LOCODE) where the vessel or aircraft last reported before docking at the place of arrival.					
	Shipping Inf	ormation					
Carrier							
Carrier Code	Mandatory	The unique code assigned to identify Carriers.					

Carrier's Name	Mandatory	The name of the Shipping Line or the
	mandatory	Airline transporting cargo to and from
		Guyana.
Carrier's Address	Mandatory	The address of the Shipping Line or the
	,	Airline transporting cargo to and from
		Guyana.
Shipping Agent	Mandatory	The identification of the agent
		responsible for submitting the manifest
		on behalf of the carrier. It is a code (TIN)
		assigned by the Guyana Revenue Authority.
Totals		Autionty.
Bills	Mandatory	The counts of all the waybills included on
	,	the manifest.
Packages	Mandatory	The count of all the packages included on
		all the waybills.
Containers	Mandatory	The count of all the containers to or from
		Guyana. If there is no container insert the number "o".
Vehicles	Mandatory	The count of all the vehicles to or from
		Guyana. If there is no vehicle insert the
		number "o".
Gross Weight	Mandatory	The sum of weight in kg of all the cargo
		entering or leaving Guyana.
Transport	-	
Mode	Mandatory	Code identifying the "mode of
		Transport". International Standard Codes (ISO) must be used. E.g. 1-Sea, 2-
		Rail, 3-Road, 4-Air etc
Name of	Mandatory	The name of the importing or exporting
Vessel/Aircraft		vessel or aircraft (the Transporter).
Nationality	Mandatory	The country code where the vessel or
		aircraft is registered.
Place	Mandatory	The port/ place where the vessel or
Registration	Mandatory	aircraft is registered. The registration number of the vessel or
Registration	Walldatory	aircraft.
Date	Mandatory	The date when the vessel or aircraft was
		registered.
Master/Commander	Mandatory	The name of the Master/Commander of
		the vessel or aircraft.
Tonnage		

Gross	Mandatory	Net tonnage plus maximum allotted cargo weight per voyage.
Net	Mandatory	Carrier's base weight.
Waybi	ll Segment: Bill o	of lading/ Airway Bill
Office Code	Mandatory	The Code of the Customs Office of Departure or Arrival.
	General Info	ormation
Voyage number	Mandatory	The number given by the vessel or aircraft operator allowing for the unique identification of the current journey.
Date of Departure	Mandatory	The Date when the vessel or aircraft started its journey or when it leaves the place of departure.
Date of Arrival	System	The Date when the vessel or aircraft reaches at the Place of Destination.
Time of Arrival	System	The time when the vessel or aircraft arrives at the Place of Destination.
Registration Number	System	The year and serial number given to the manifest by the system at registration.
Waybill Reference Number	Mandatory	A number used to uniquely identify each waybill.
Waybill Type	Mandatory	The code which identifies the type of transport document issued (e.g. '710' – for Bill of Lading, '711' – for Master Bill of Lading).
Nature	Mandatory	The manner in which goods will be treated. These are indicated by the codes 22 (Export), 23 (Import), 24 (Transit) and 28 (Transshipment).
Last Discharge	System	The date the vessel last discharged goods.
Waybill Line	System	A sequential number generated by the system for each waybill.
Previous document	Optional	The reference of the Master Waybill when doing a house degroupage.
Unique Cargo Reference (UCR)	Optional	This is used only for exports. All export waybills must identify the export declaration registration number in this field. The system will prompt you to enter the Office, Year, Serial Letter, Registration number, and Date (dd/mm/yyyy) of registration.

System	The location or part where the goods
-/	The location or port where the goods were loaded on the vessel/aircraft.
System	The location or port where the goods will be discharged from the vessel/aircraft.
System	The unique code assigned to identify Carriers
System	The name of the Shipping Line or the Airline transporting cargo to and from Guyana.
System	The address of the Shipping Line or the Airline transporting cargo to and from Guyana.
System	The identification of the agent responsible for submitting the manifest on behalf of the carrier. It is a code (TIN) assigned by the Guyana Revenue Authority.
System	Code identifying the "mode of Transport". International Standard Codes (ISO) must be used. E.g. 1-Sea, 2- Rail, 3-Road, 4-Air etc
System	The name of the importing or exporting vessel or aircraft (the Transporter).
System	The country code where the vessel or aircraft is registered.
Mandatory	The name of the place of loading on current transport – (code, name).
Optional	The name of the place of Discharge from current transport – (code, name).
Optional	The identification of the person who requires notification upon arrival of the goods.
Optional	The designation of the person/company who requires notification upon arrival of the goods.
Optional	The address of the person/company who requires notification upon arrival of the goods.
	System System System System System System System Mandatory Optional Optional

Consignee		
Consignee's TIN (Tax	Optional	The code given by the Guyana Revenue
Payer Identification		Authority to a person/business
Number)		conducting Trade.
Consignee's Name	Mandatory	The name of the person or firm named in
		the freight contract to whom goods have
		been shipped or turned over for care in
		Guyana.
Consignee's Address	Mandatory	The address of the consignee in Guyana.
consigned by laan coo	mandatory	
Goods Details		
Total Containers	Mandatory	The sum of all the containers on the
		Waybill. If there are no containers, the
		number `o' must be inserted.
Total Vehicles	Mandatory	The sum of all the Vehicles on the
		Waybill. If there are no Vehicles, the
		number 'o' must be inserted.
Package codes	Mandatory	The type of conveyance used to pack the
		commodity.
Status	System	The status identifies the stage of each
		Waybill. It will entail: HSE –House, MST –
		Master undegrouped, UDG –Master
		undergrouped, DEG – master degrouped,
	_	HDG – house under degroupage.
Number of Degrouped	System	Number of degrouped waybills in the
Waybills		case of master waybills.
Marks and Nbr.	Mandatory	The marks placed on the pkg. to identify
		the cargo. It follows no sequence and it
		can be words, numbers, or signs.
Manifested Packages	Mandatory	The piece count of the packages entered
		on each waybill.
Remaining Packages	System	Available packages not yet cleared by
		Customs.
Manifested Gross	Mandatory	Weight in Kg of the cargo on the Waybill.
Weight	<b>c</b> .	
Remaining Gross	System	Weight of remaining packages in Kg.
Weight	Mendeter	
Volume (CBM)	Mandatory	The Cubic measurement of the Cargo.
Description of Goods	Mandatory	Portrays the type of goods being
		transported. The description must be
		explicit. It must not contain terms such

		as STC (Said to Contain), clothing,
		demonstration samples, tiles, foodstuff
		etc. Acceptable terms would be men
		leather shoes, ceramic tiles, women
		pants of cotton, rice in packages etc.
Place of Origin of the Goods	Optional	The Country of Origin of the goods.
Place of Destination	Optional	The Country of Destination of the Goods.
<ol> <li>Location Code</li> <li>Location Name</li> <li>Info.</li> </ol>	Optional	<ol> <li>Used by the port to identify the exact place in the Port or Shed where the goods can be found.</li> <li>A more precise location inside the transit shed that describes where the goods are located.</li> <li>Any other pertinent information.</li> </ol>
Harmonized System Coo	le	
H.S. Code	Optional	Harmonized System Code
H.S. Description	System	Harmonized System Description.
Package	Optional	Package Code
Package Number	Optional	Package Number Reference.
Container	Optional	Container Reference.
Declared Values and Sea	l Details	
Freight Code	Mandatory	Freight Cost Code.
Freight Mode	System	Freight code/site indicator
Description	System	Description of freight cost.
P/C	Mandatory	Freight Prepaid/ Collect indicator.
Amount		
Anoon	Mandatory	The overall cost of the freight i.e.
Anoont	Mandatory	
Currency	Mandatory Mandatory	The overall cost of the freight i.e. Transport Cost, Insurance Cost, and other Costs. The actual currency in which payment for
Currency	Mandatory	The overall cost of the freight i.e. Transport Cost, Insurance Cost, and other Costs. The actual currency in which payment for freight is quoted
Currency Number of Seals	Mandatory Optional	The overall cost of the freight i.e. Transport Cost, Insurance Cost, and other Costs. The actual currency in which payment for freight is quoted The count of the seals affixed.
Currency	Mandatory	The overall cost of the freight i.e. Transport Cost, Insurance Cost, and other Costs. The actual currency in which payment for freight is quoted The count of the seals affixed. The markings that identifies the seals placed on the packages.
Currency Number of Seals	Mandatory Optional	<ul> <li>The overall cost of the freight i.e.</li> <li>Transport Cost, Insurance Cost, and other Costs.</li> <li>The actual currency in which payment for freight is quoted</li> <li>The count of the seals affixed.</li> <li>The markings that identifies the seals</li> </ul>
Currency Number of Seals Marks of Seal 1 and 2	Mandatory Optional Optional	<ul> <li>The overall cost of the freight i.e.</li> <li>Transport Cost, Insurance Cost, and other Costs.</li> <li>The actual currency in which payment for freight is quoted</li> <li>The count of the seals affixed.</li> <li>The markings that identifies the seals placed on the packages.</li> <li>The code used to identify who sealed the</li> </ul>
Currency Number of Seals Marks of Seal 1 and 2 Sealing Party	Mandatory Optional Optional Optional	The overall cost of the freight i.e. Transport Cost, Insurance Cost, and other Costs. The actual currency in which payment for freight is quoted The count of the seals affixed. The markings that identifies the seals placed on the packages. The code used to identify who sealed the packages.
Currency Number of Seals Marks of Seal 1 and 2 Sealing Party Additional information	Mandatory Optional Optional Optional	The overall cost of the freight i.e. Transport Cost, Insurance Cost, and other Costs. The actual currency in which payment for freight is quoted The count of the seals affixed. The markings that identifies the seals placed on the packages. The code used to identify who sealed the packages. Any other relevant information which
Currency Number of Seals Marks of Seal 1 and 2 Sealing Party Additional information	Mandatory Optional Optional Optional	The overall cost of the freight i.e. Transport Cost, Insurance Cost, and other Costs. The actual currency in which payment for freight is quoted The count of the seals affixed. The markings that identifies the seals placed on the packages. The code used to identify who sealed the packages. Any other relevant information which
Currency Number of Seals Marks of Seal 1 and 2 Sealing Party Additional information 1 and 2	Mandatory Optional Optional Optional	The overall cost of the freight i.e. Transport Cost, Insurance Cost, and other Costs. The actual currency in which payment for freight is quoted The count of the seals affixed. The markings that identifies the seals placed on the packages. The code used to identify who sealed the packages. Any other relevant information which

Transshipment	Prohibited	Automatically filled when waybill is written off by a transshipment
	<b>B</b> 1 1 1 1	operation.
Carrier	Prohibited	Automatically filled – Name of the carrier
		involved in the transit or transshipment
		operation.
	Container S	Segment
Container Number	Mandatory	The ISO Alpha-Numeric codes for
		identification of a container. It comprises
		an Owner/operator code of four (4)
		letters, a serial number of six (6)
		numerals, and one last check digit, (e.g.
		BCIU123456-7). It complies with ISO
		6346 standard.
Nbr. Of Pkgs.	Mandatory	Number of Packages
Type Of Container	Mandatory	The size and type code (DIN ISO 6346):
		the first digit indicates the length of the
		container. The second digit indicates
		height and whether or not gooseneck
		tunnel is present. The fourth digit
		indicates the container type and the fifth
		digit indicates special features.
Empty/Full Indicator	Mandatory	Describes how much space is occupied by
(FCL/LCL)	,	goods inside the container.
Seal Numbers	Optional	The seal numbers on the seals attached
	•	to a locked container.
Seal Number (Marks)	Optional	Represents the reference of an affixed
1, 2 and 3		seal.
Sealing Party	Optional	The code to identify who sealed the
<i>J</i> ,	•	container.
Empty Weight	Optional	Empty weight of the container.
Goods Weight	Optional	Gross Weight in Kg of goods.
Min. Temp. (CE)	Optional	Minimum temperature for container.
		Mandatory for reefers.
Max Temp. (CE)	Optional	Maximum temperature for container.
		Mandatory for reefers.
Humidity	Optional	Humidity level for reefer containers.
Dangerous Goods	Optional	Dangerous goods code (UNDG).
Code		

Vehicle Segment		
Chassis Number	Mandatory	The Unique Vehicle Identification Number (VIN) for each vehicle.
Engine Number	Optional	A Unique Identification Number marked on the engine of the vehicle.
Engine Cc	Mandatory	The displacement of the motor measured in Cubic Centimeters (Cc).
Odometer Reading	Optional	Actual mileage of the vehicle.
Make/Brand	Mandatory	The Manufacturer of the Vehicle.
Year	Mandatory	The year of manufacture of the vehicle.
Colour	Optional	The Colour of the Vehicle.
New/Used	Optional	In accordance with Legislation.
Split		
Nbr. Of Packages	Mandatory	Number of Packages.
Package Code	Mandatory	Package Code.
Gross Weight	Mandatory	Gross Weight of Goods.
Container Number	Optional	Container Number.
Marks and Nbr.	Mandatory	Marks for easy recognition of goods.
Goods Description	Mandatory	Description of goods.