# 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. Once the password is successfully changed, the user may subsequently change the password at his or her discretion. However, the system will force a change of password every six months or whenever a user request a password change due to a forgotten password.

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# 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** ➡ **General Segment**.

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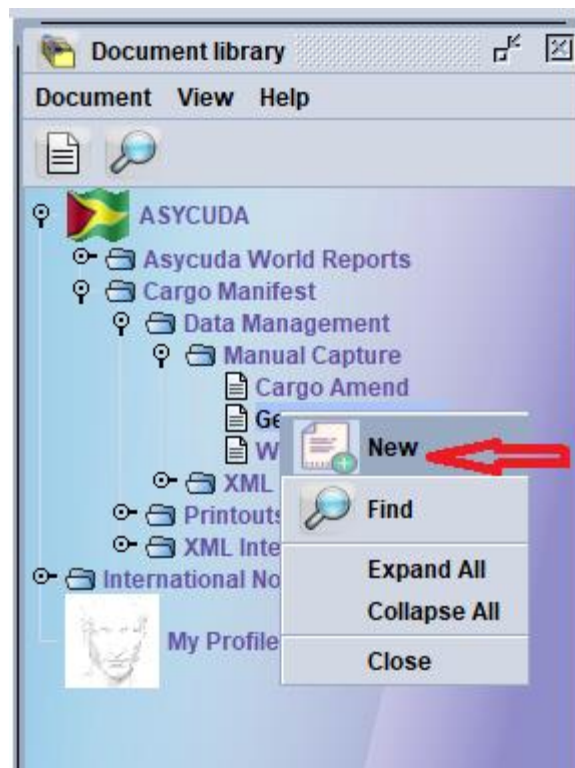


**Figure 1**

## 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 Identifcation 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.**

**Figure 2**

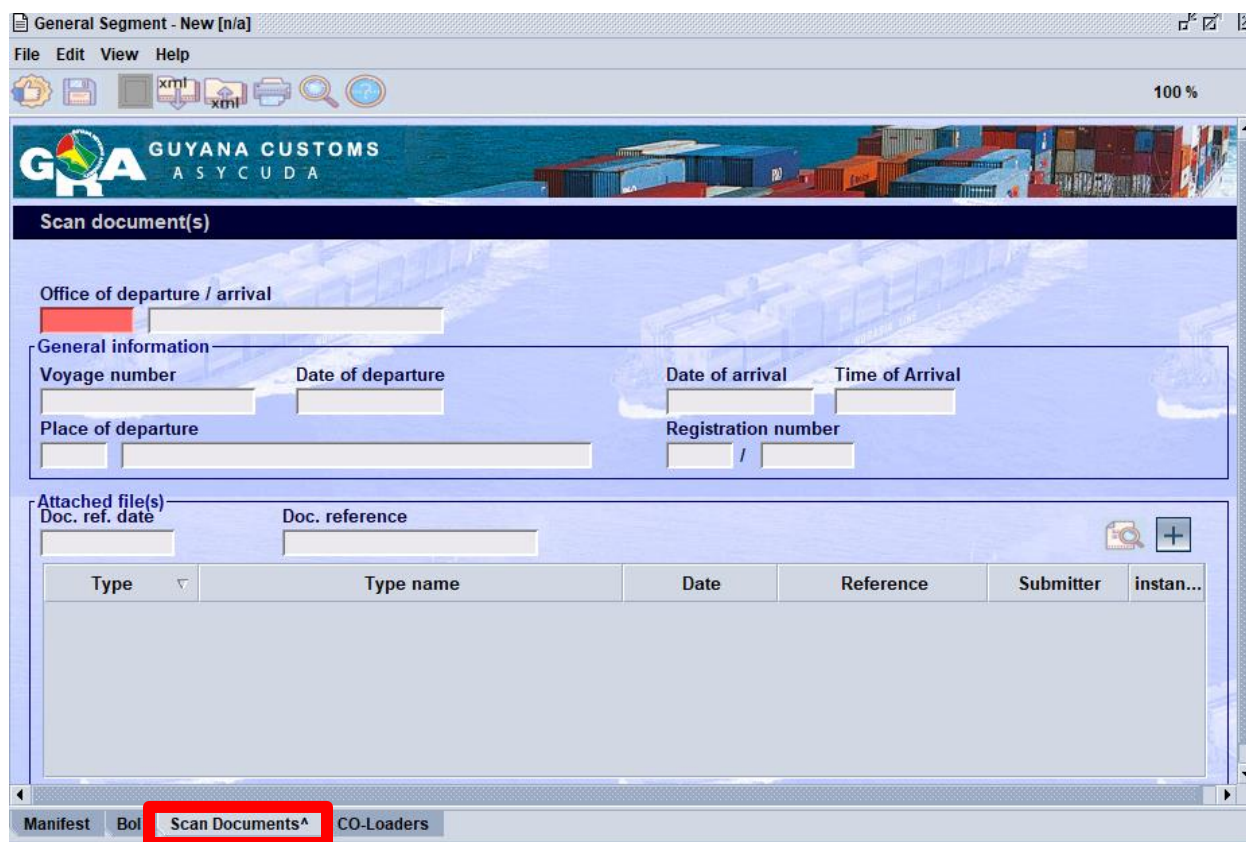ASYCUDA World Manifest User Guide          Ver.1

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 following by selecting the add document icon .

**Figure 3**

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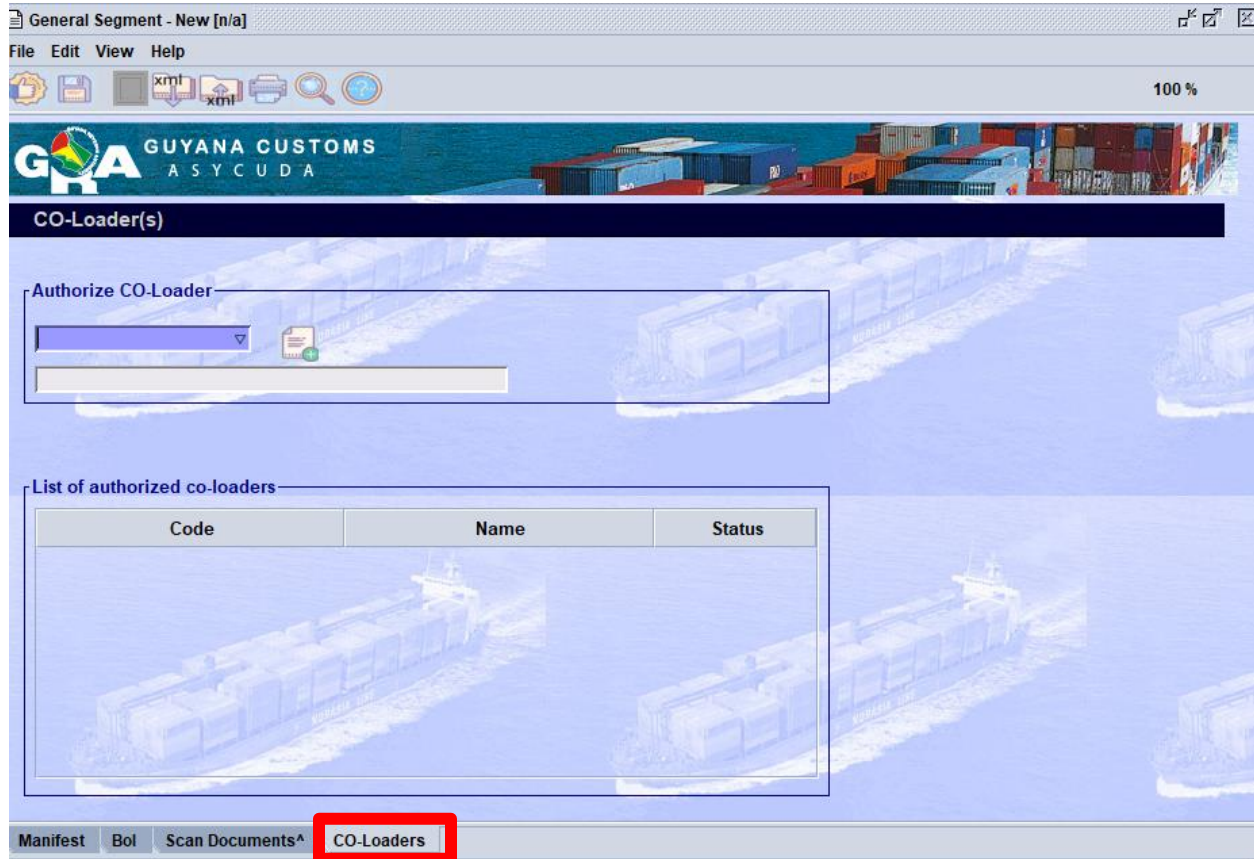
## 3.1.4.     Step 4 Referencing CO-Loaders (Authorize)

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 [icon] to add details as shown in figure 4.



**Figure 4**

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## 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.



**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.



**Figure 6**

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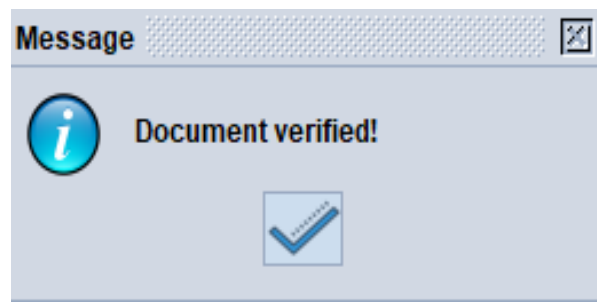# 3.1.6.    Step 6 Store Document

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



**Figure 7**

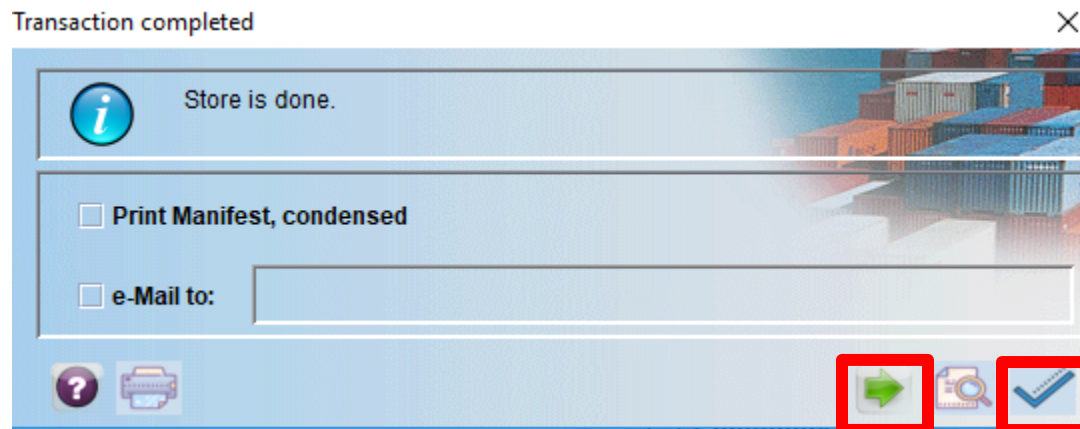The system will return a message **"Store is done"** as illustrated in figure 8 below.



**Figure 8**

The checked icon has to be selected.

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## 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.

<p align="center">**ALWAYS REMEMBER TO MAXIMIZE YOUR SCREEN**</p>

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.
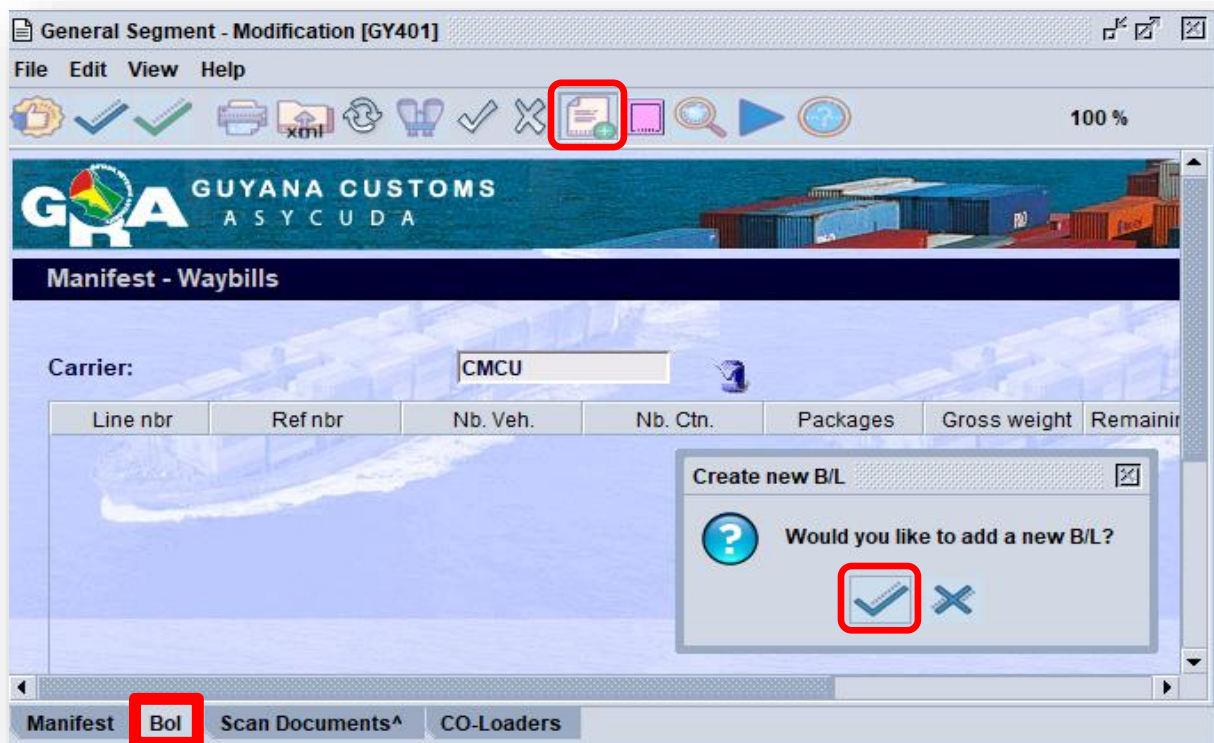


<p align="center">**Figure 9**</p>

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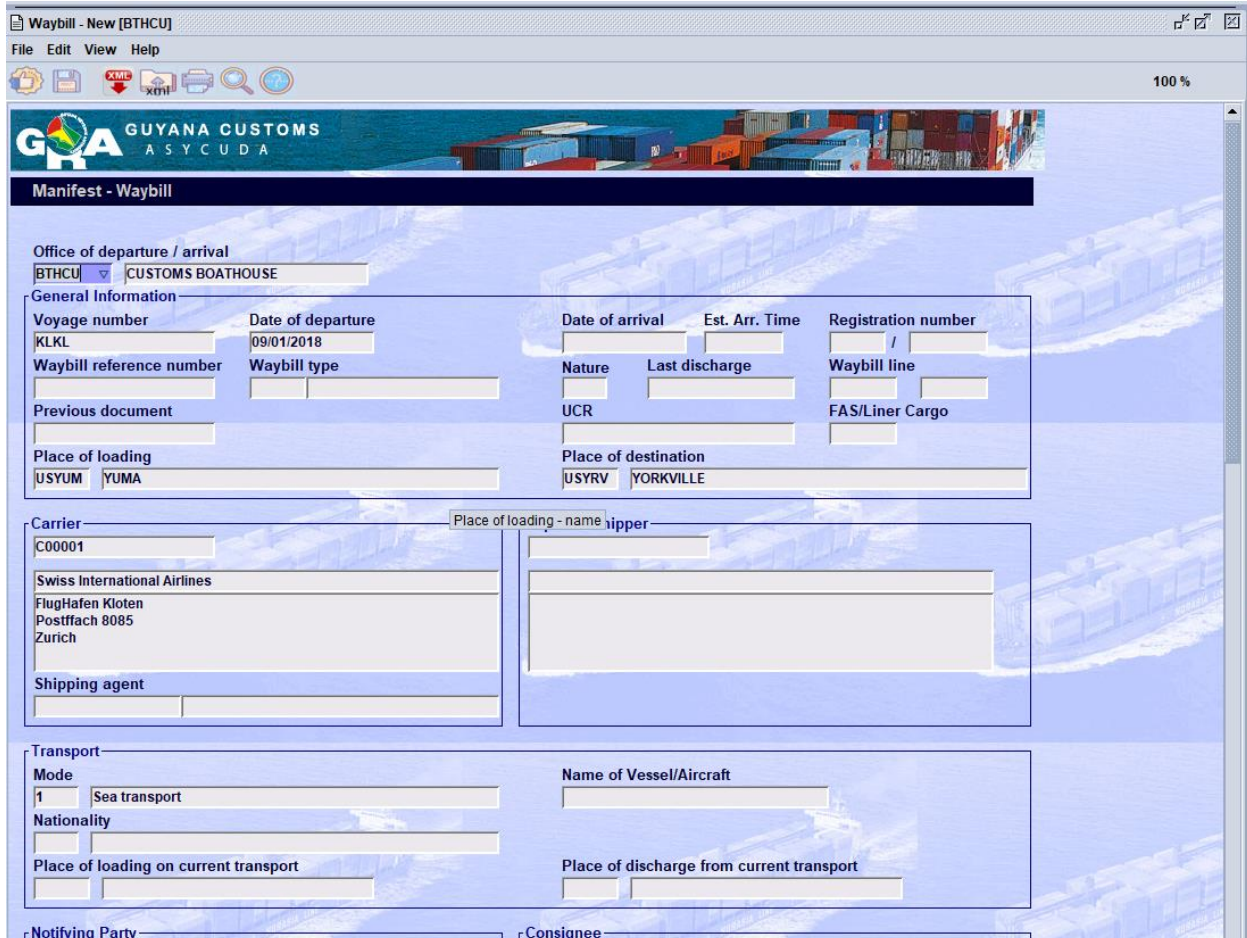
Input the required data according to the list provided, then verify and store using the

Store ![floppy disk icon] icon as illustrated in figure 10.



**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.

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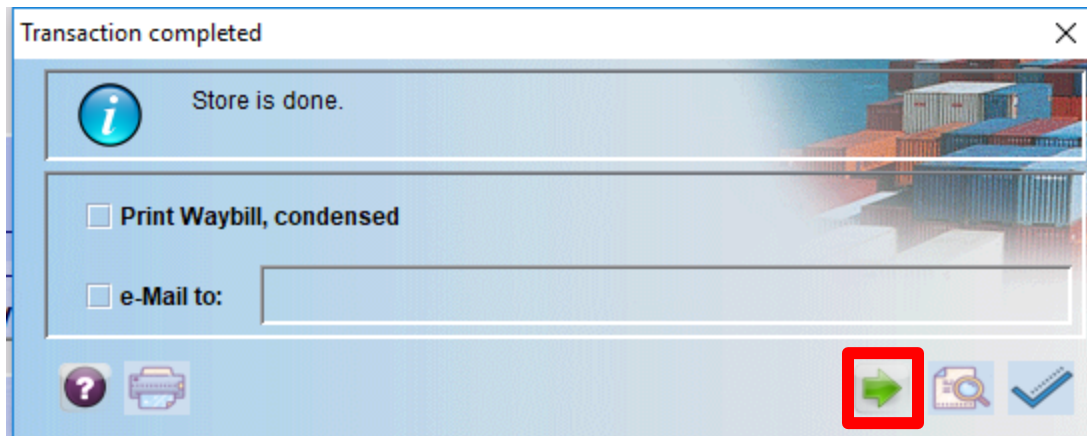
**Figure 11**

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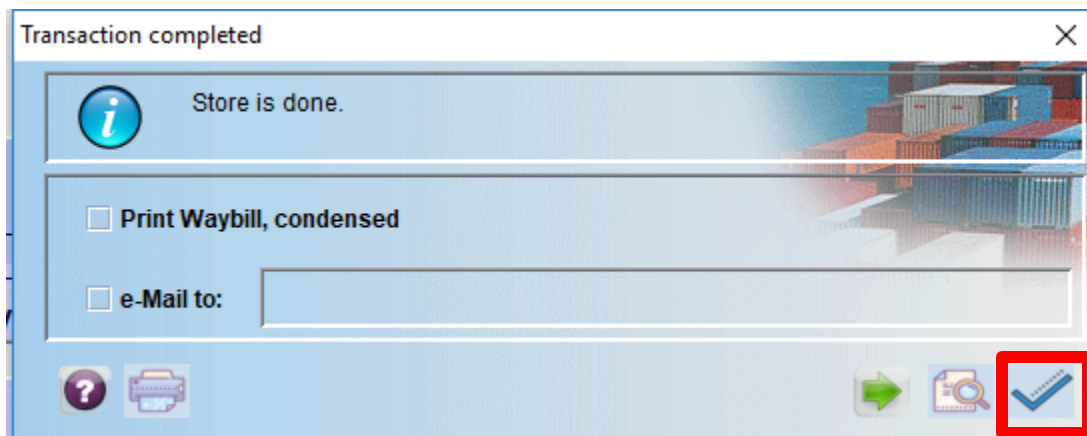


**Figure 12**

## 3.2. AMENDING A STORED GENERAL SEGMENT

**Step 1 – Retrieve General Segment**

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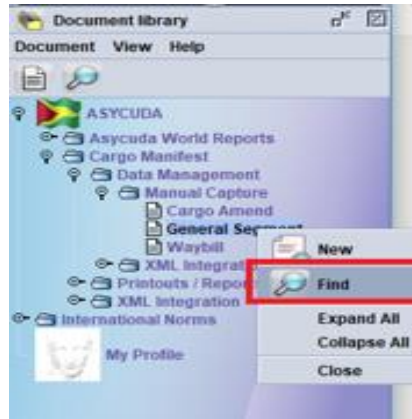


**Figure 13**

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.



**Figure 14**

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### 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.
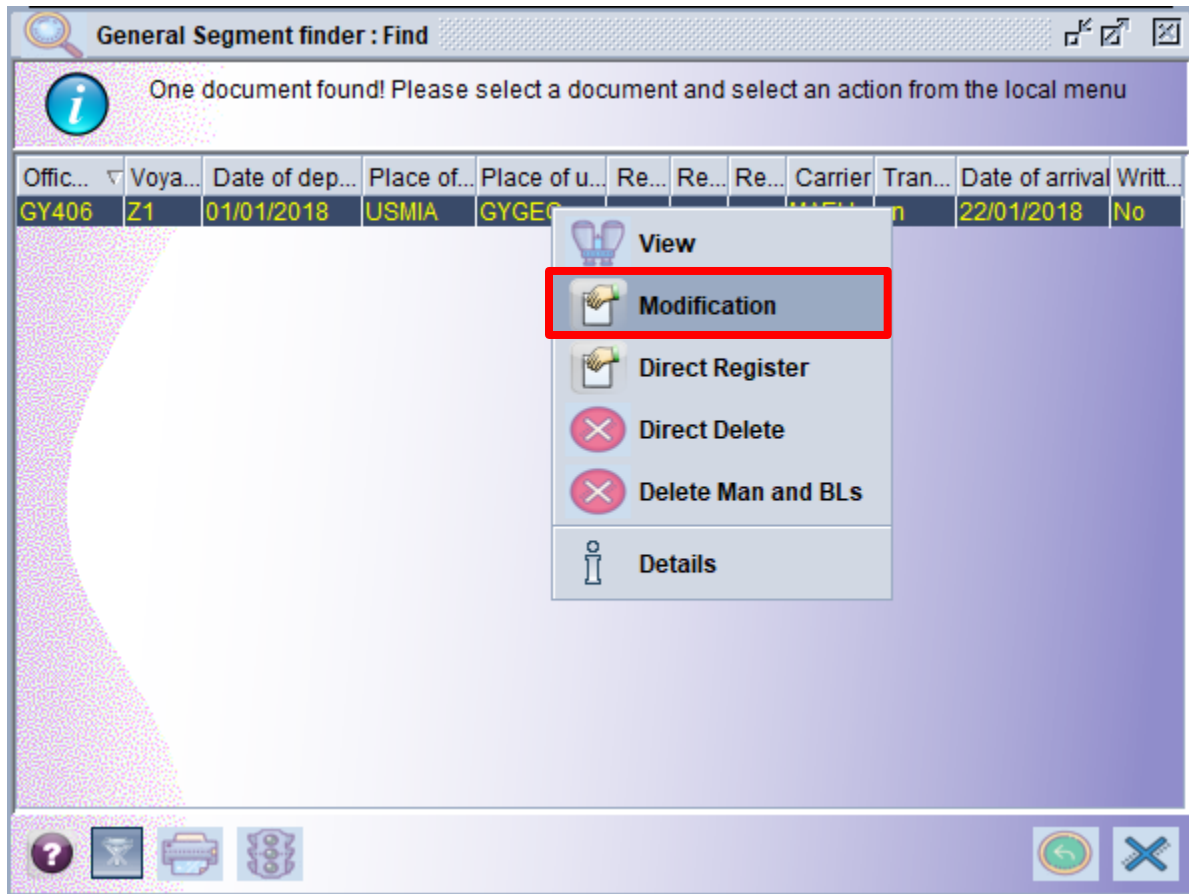


**Figure 15**

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 as illustrated in figure 16 below.



**Figure 16**

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# 4. ADDING WAY BILLS TO A STORED MANIFEST

**A waybill can be added to a manifest in two (2) ways:**

## 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.
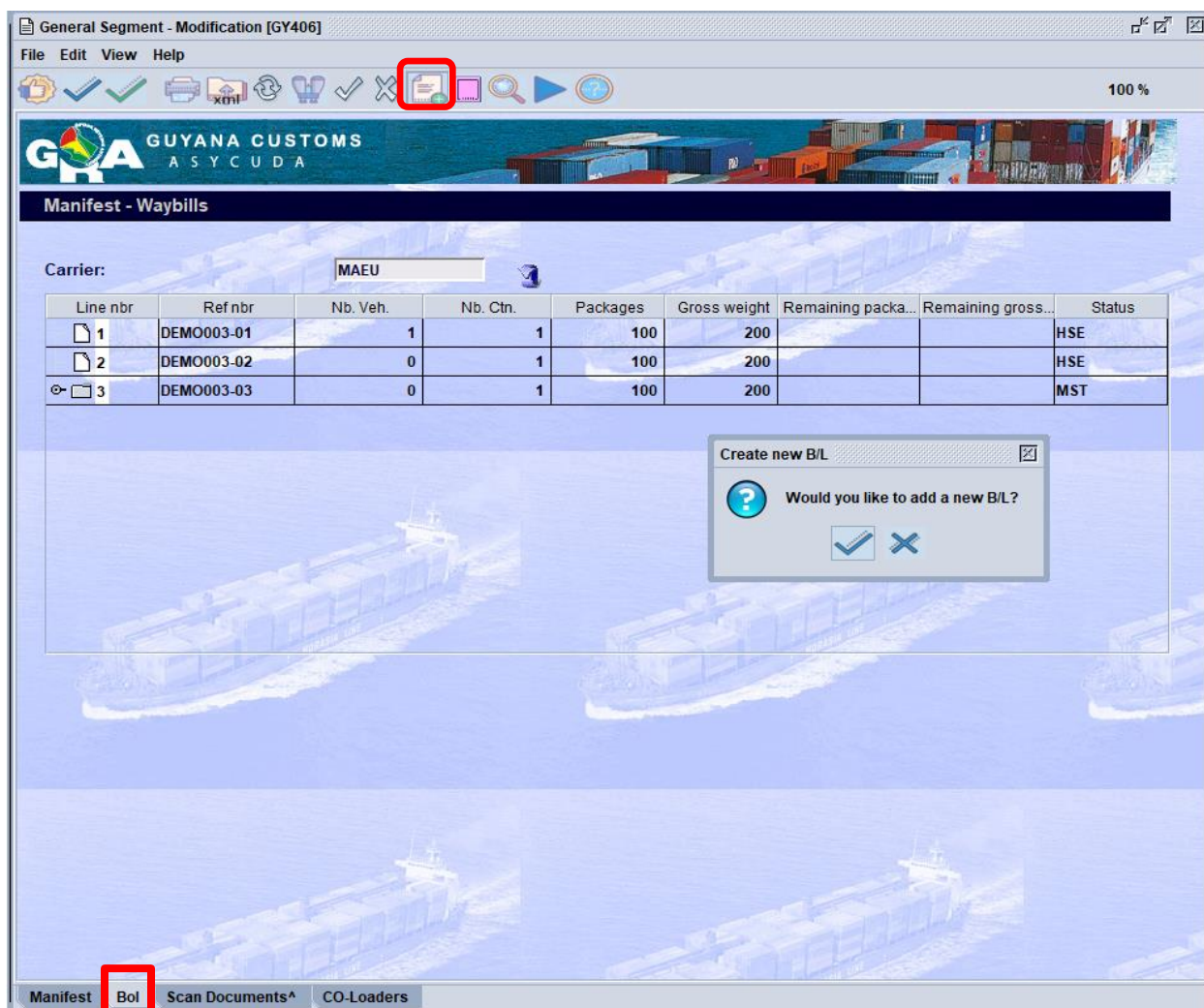


**Figure 17**

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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.



**Figure 18**

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

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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.
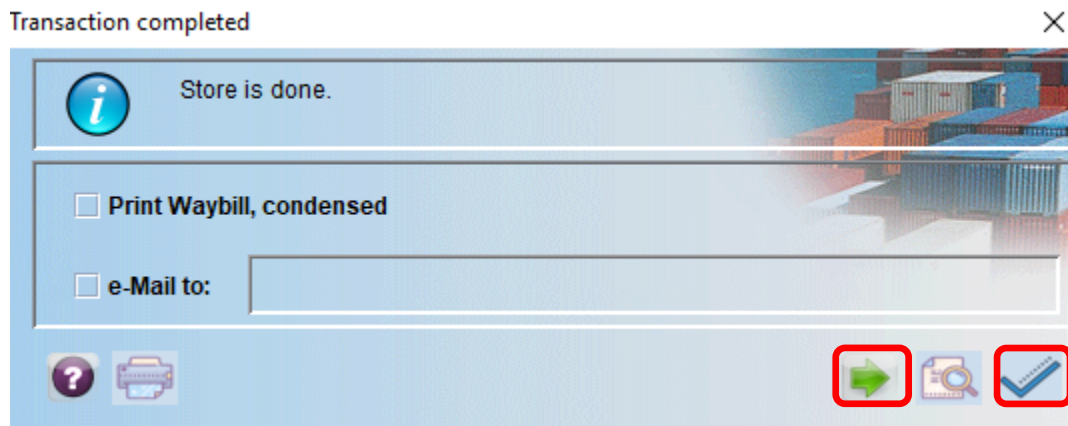


**Figure 19**

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 ➡ Cargo Manifest ➡ Data Management ➡ Manual Capture ➡ Waybill. Right click at **Waybill** and select **New** as illustrated in figure 20 below.



**Figure 20**

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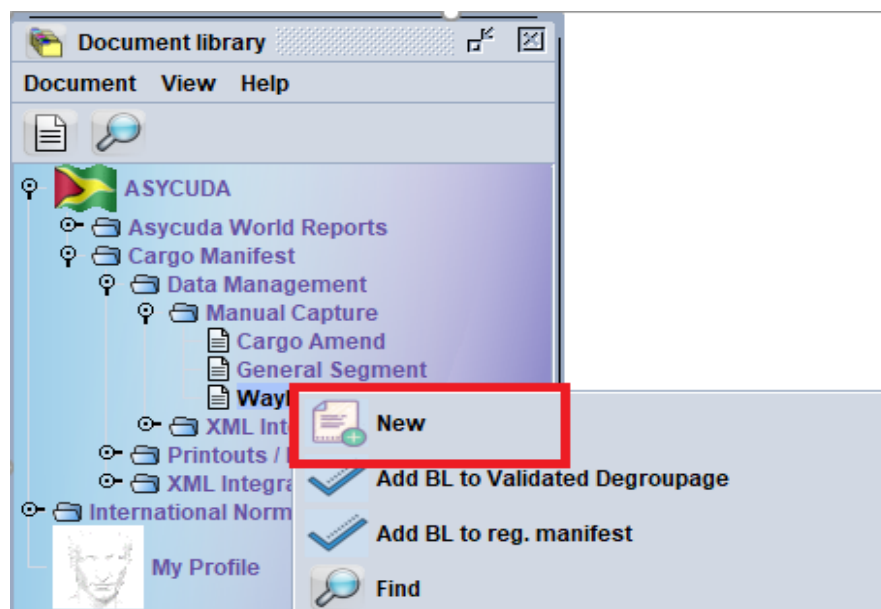
A blank waybill page will appear as illustrated in figure 21 below.



**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.



**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.

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# 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.



**Figure 23**

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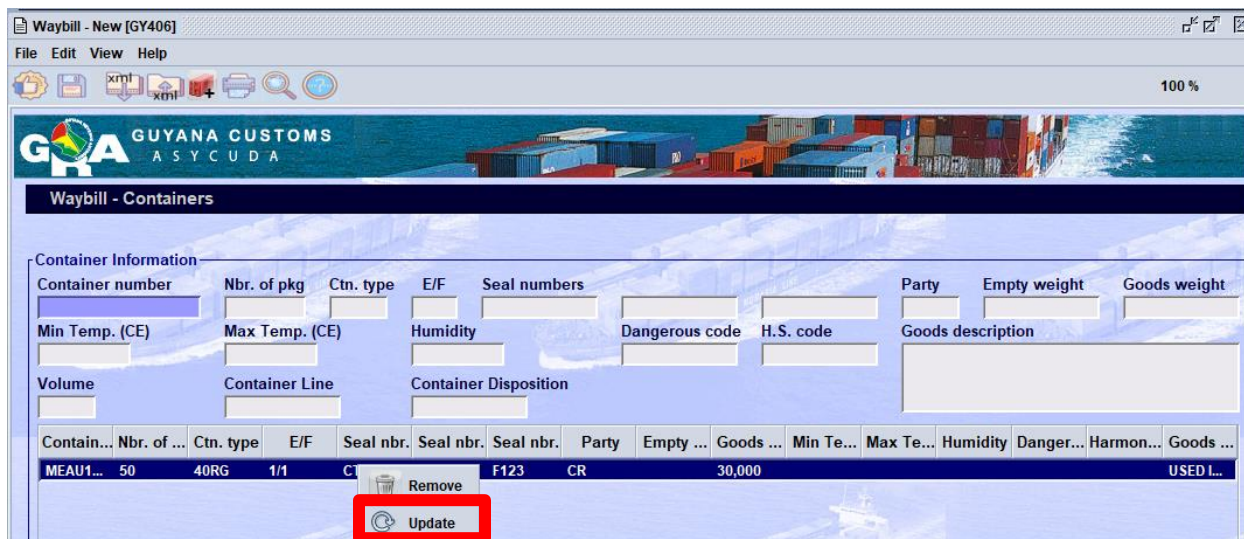


**Figure 24**

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



**Figure 25**

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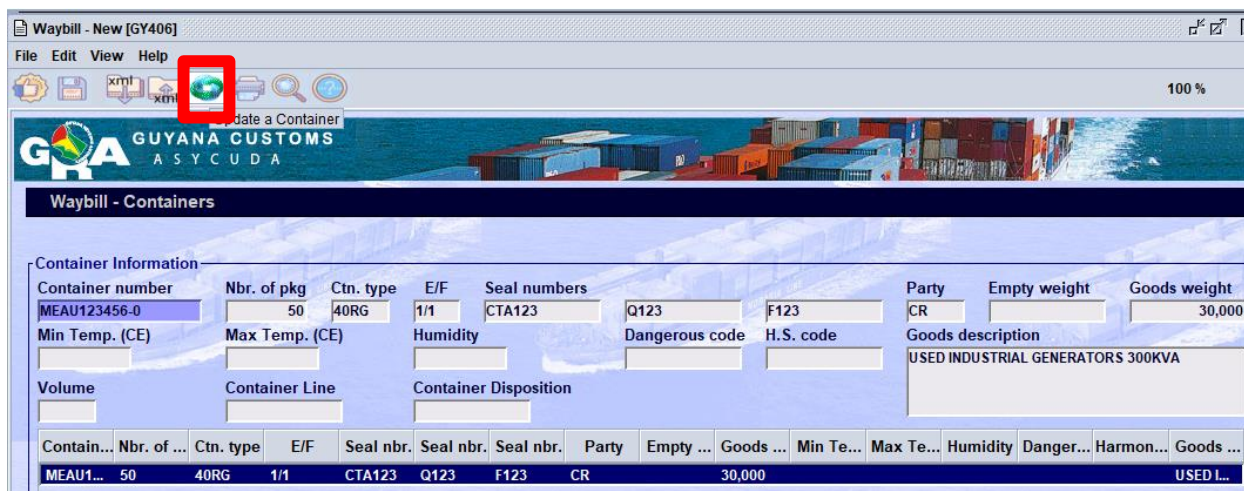
# 6. ADDING A VEHICLE

**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.



**Figure 26**

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# 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.
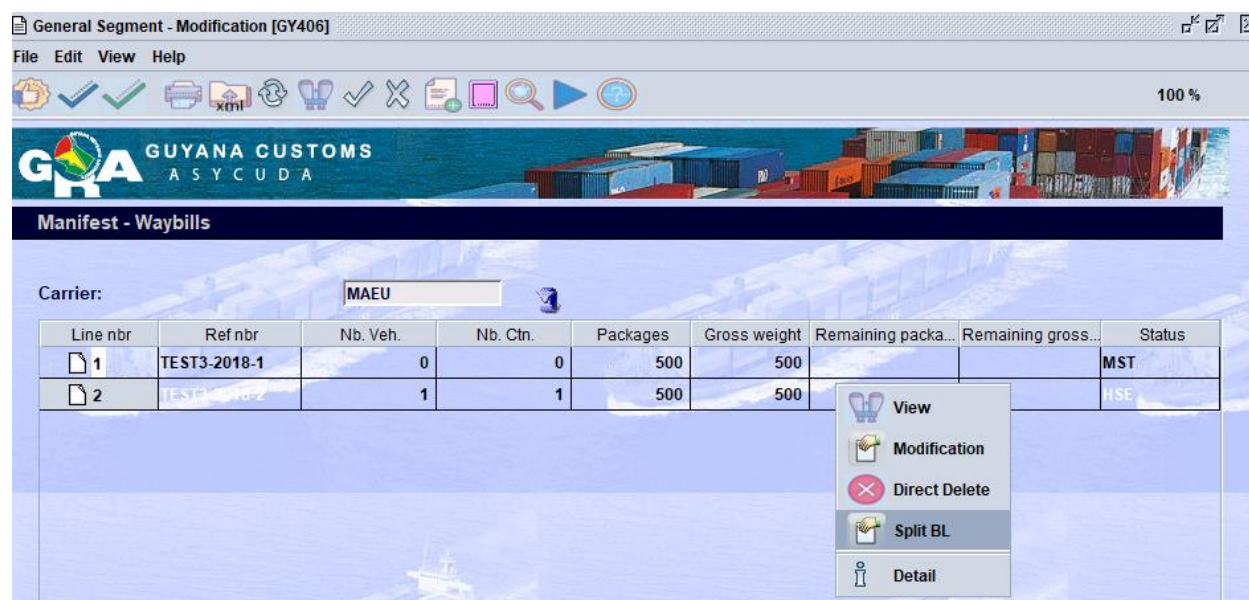
**Figure 27**

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.

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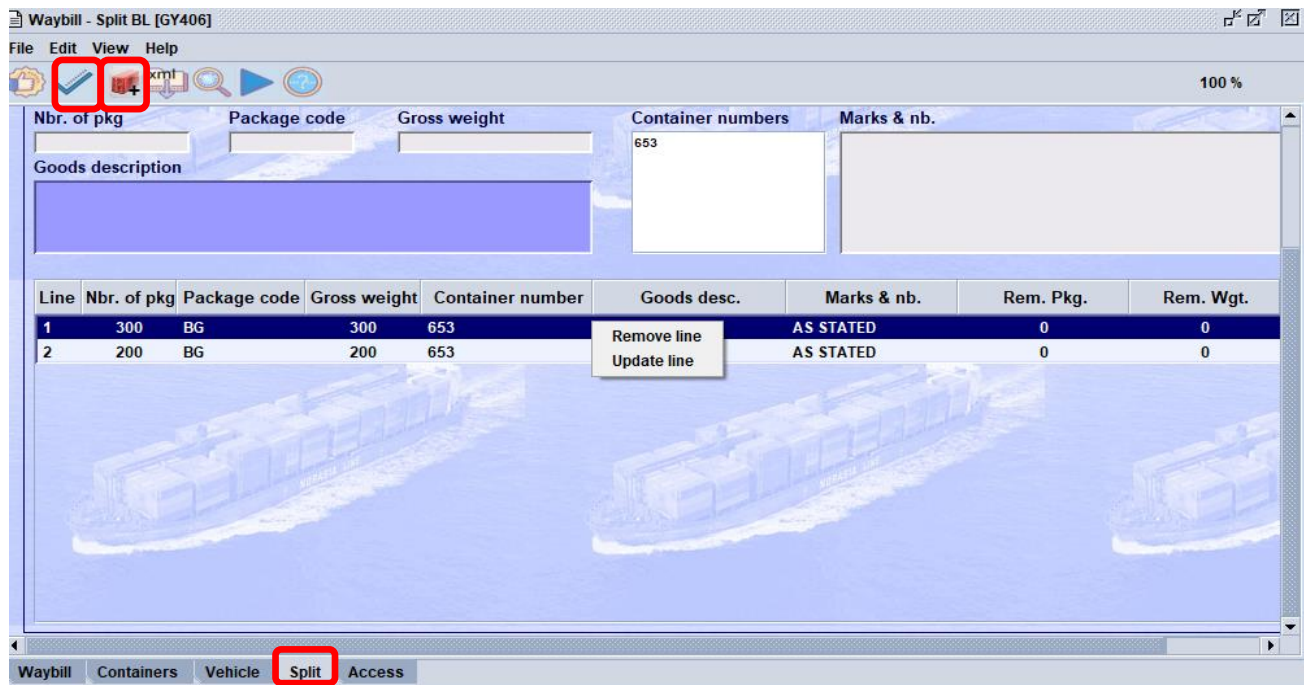
**Figure 28**

# 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.

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# 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.



**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.
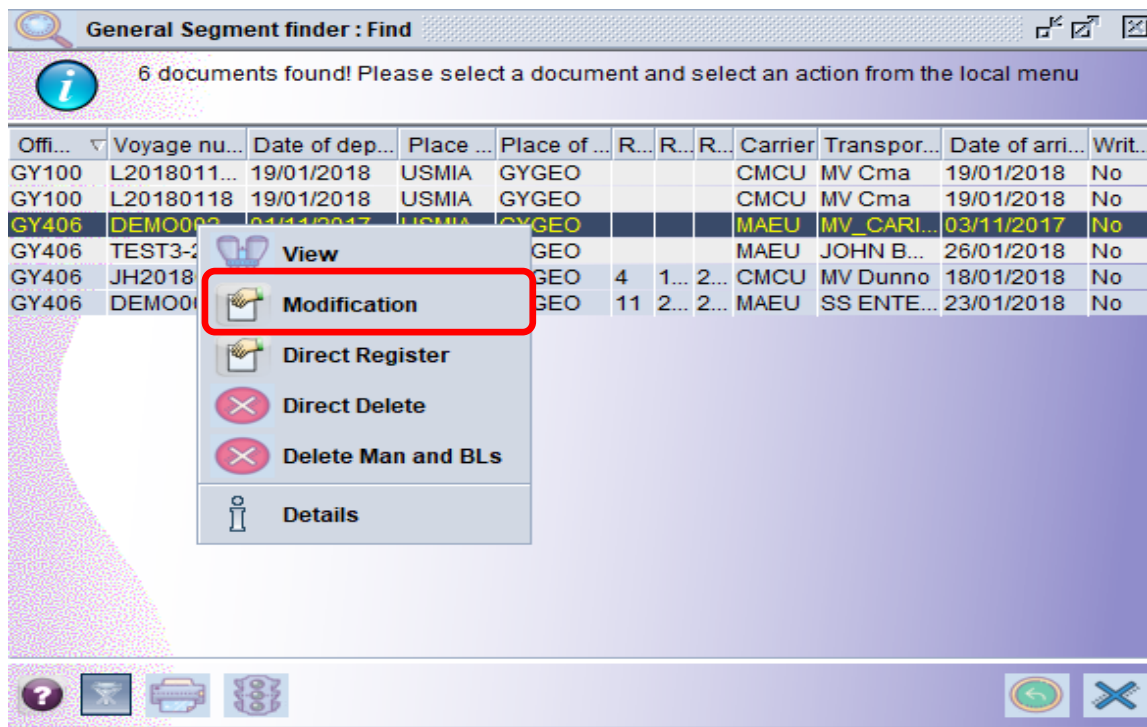


**Figure 30**

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.

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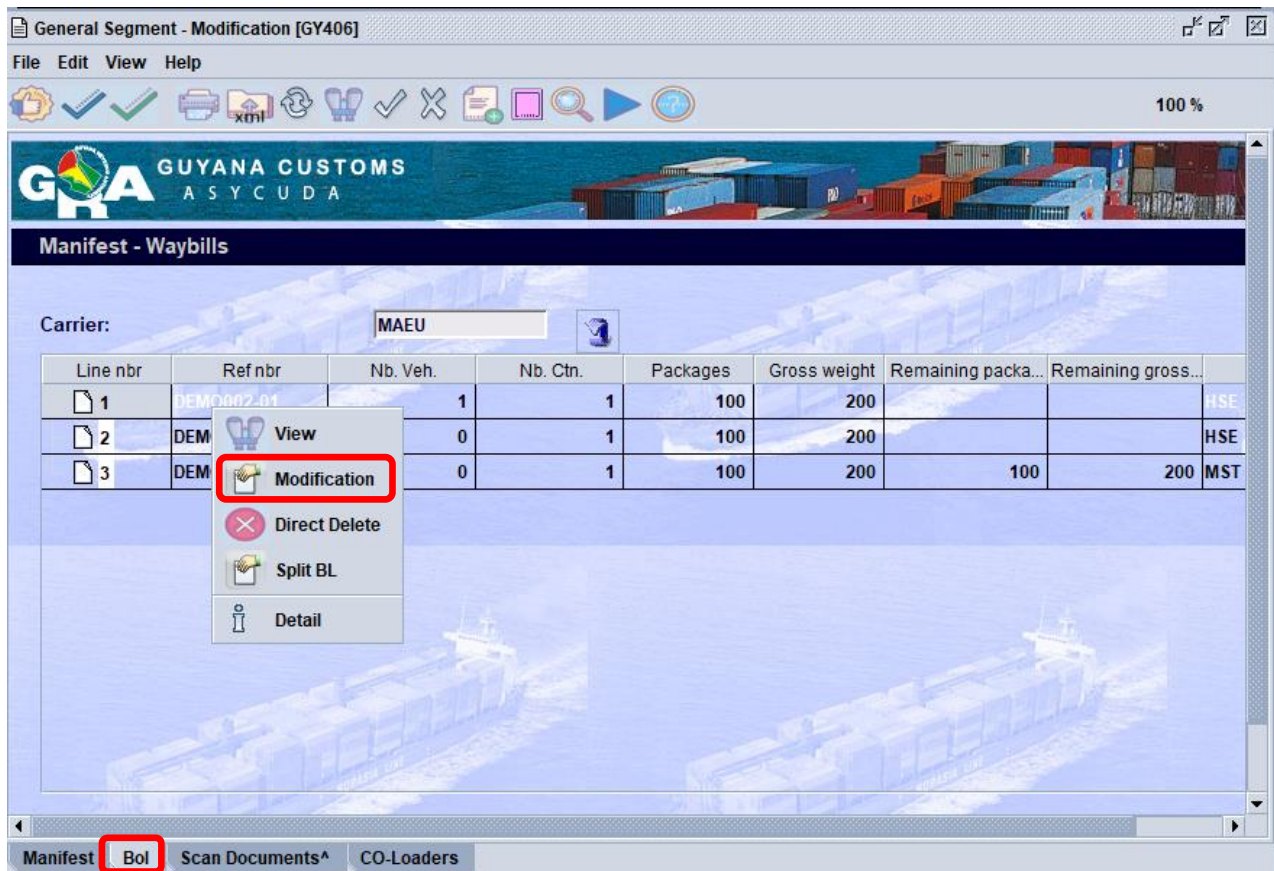
**Figure 31**

**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.
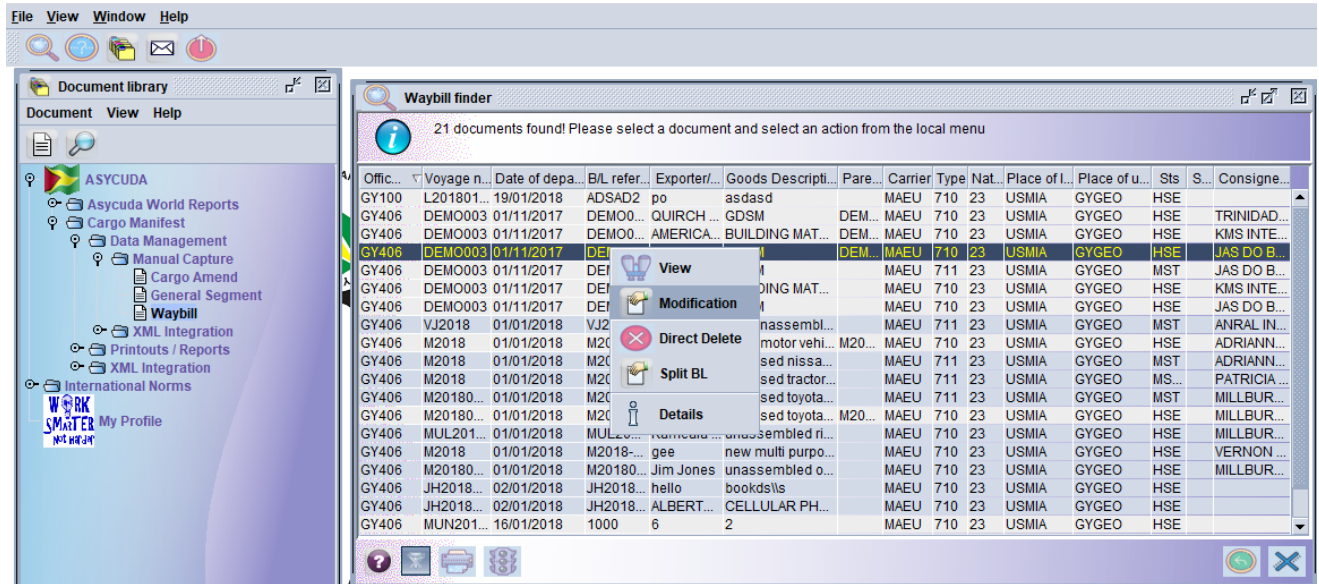


**Figure 32**

**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**

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# 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** ➡ **General Segment**. At the General Segment right click and select **FIND**.

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.
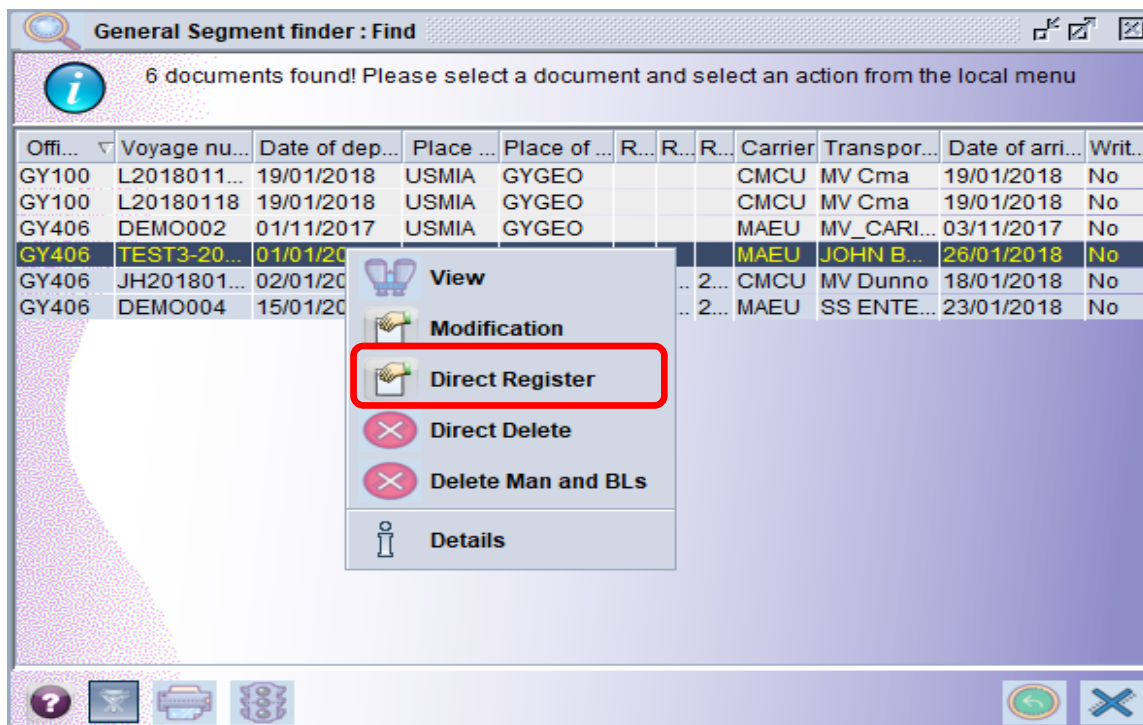


**Figure 34**

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**

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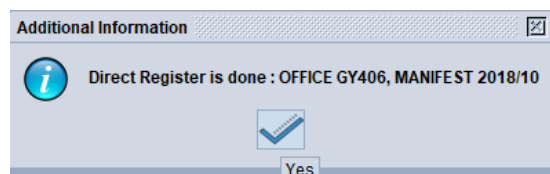
## 10.2   OPTION 2 – REGISTER FROM OPENED MANIFEST

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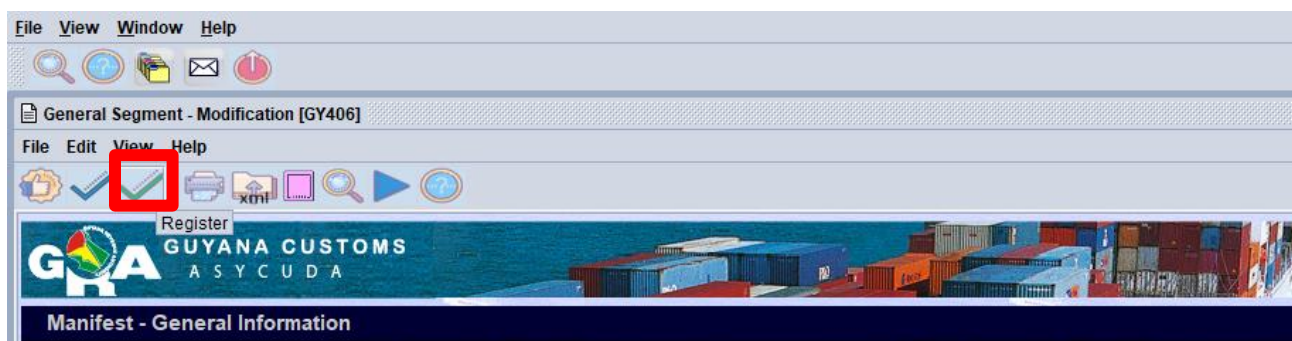


**Figure 36**

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.



**Figure 37**

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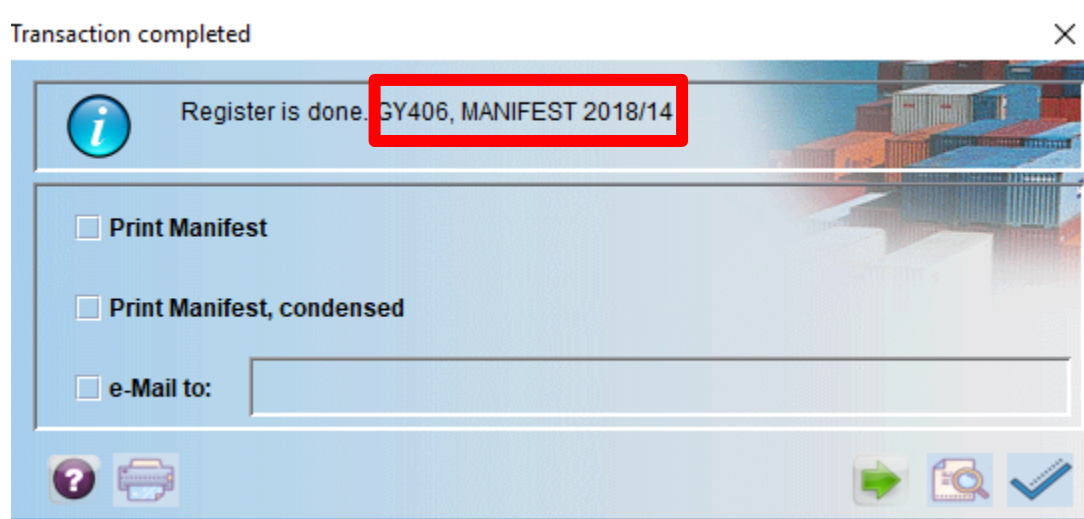
# 11. HOW TO AMEND A REGISTERED MANIFEST

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.
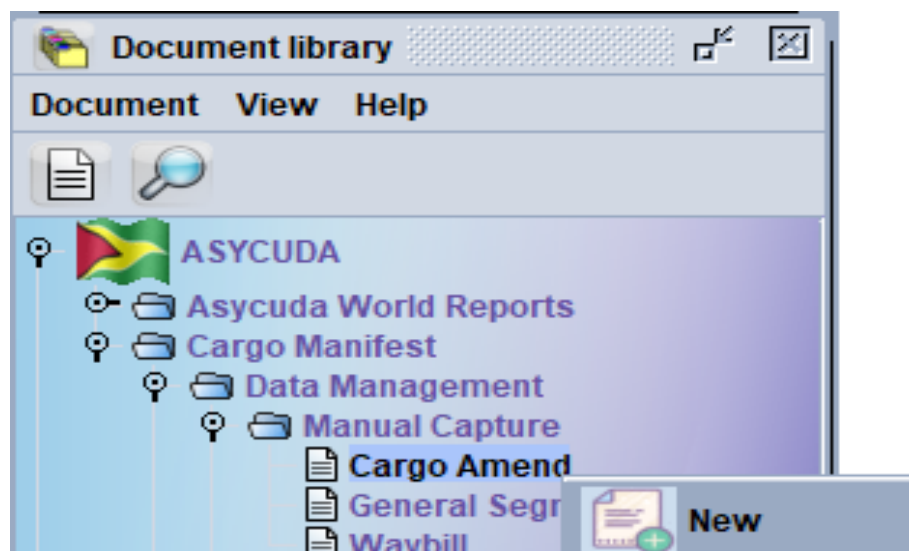


**Figure 38**

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.

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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.
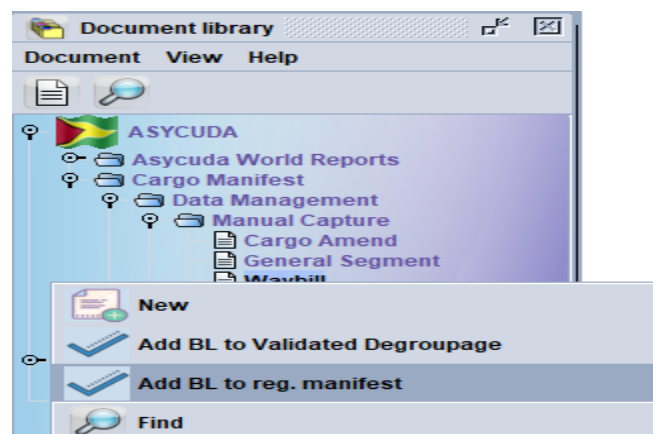


Figure 40

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.**

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# 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** ➡ **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).



**Figure 41**

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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.
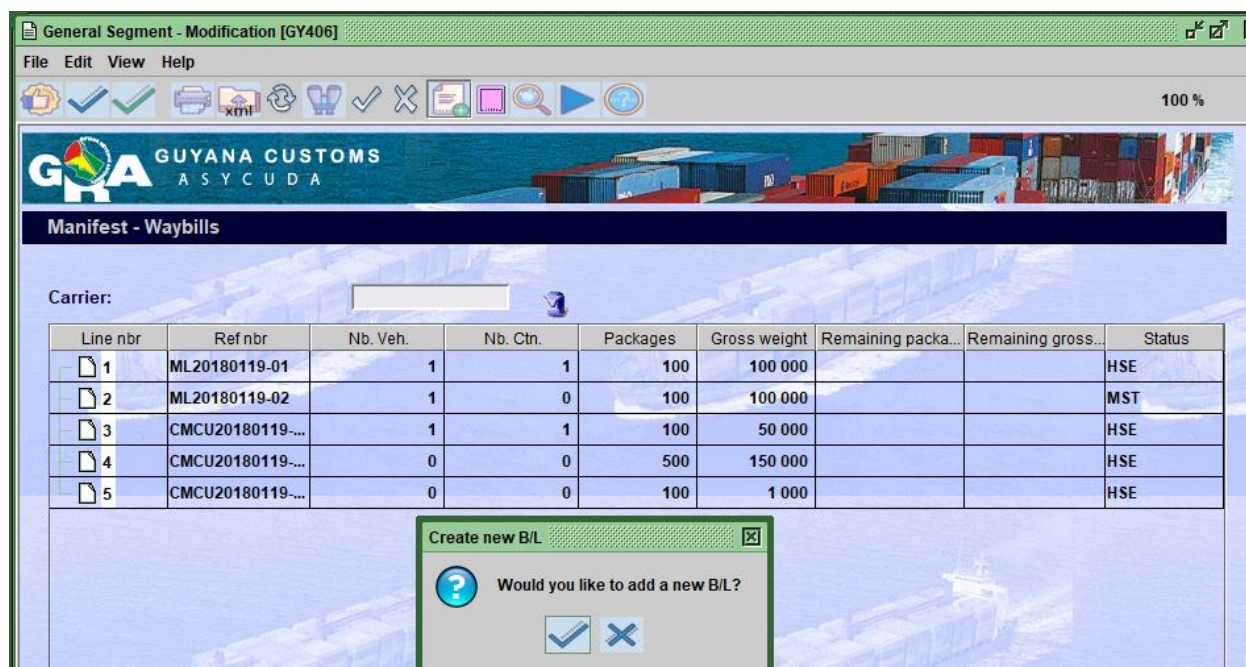


**Figure 42**

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.**
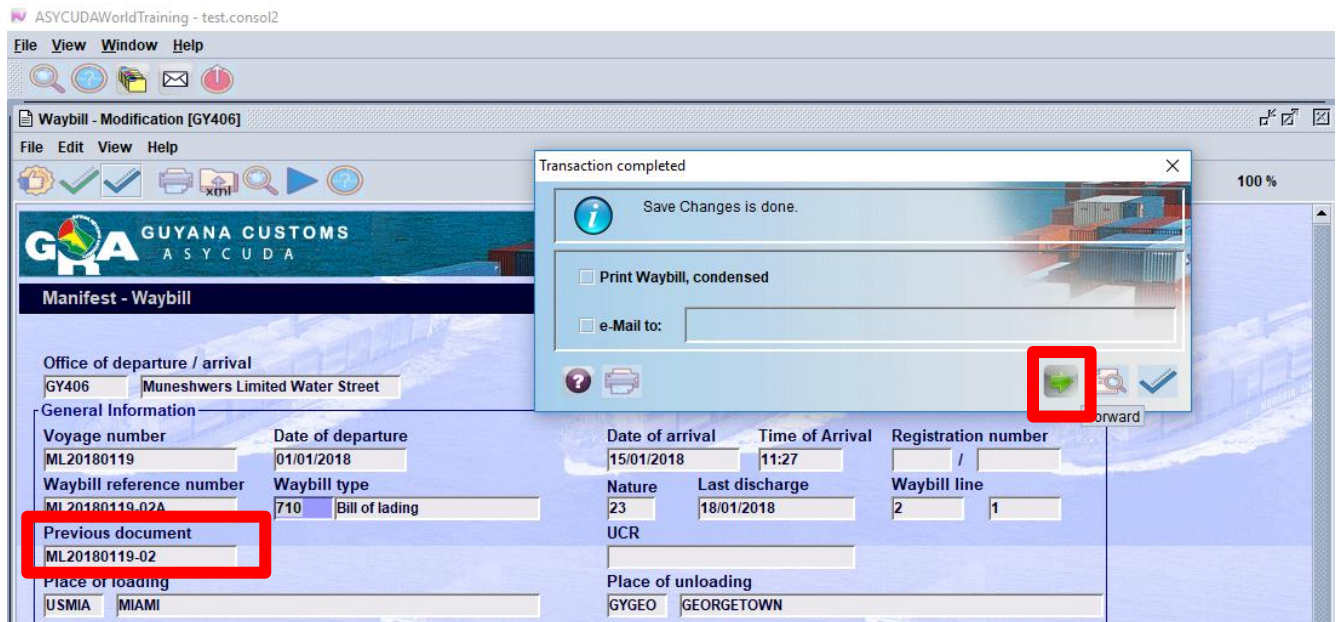


**Figure 44**

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

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## 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.
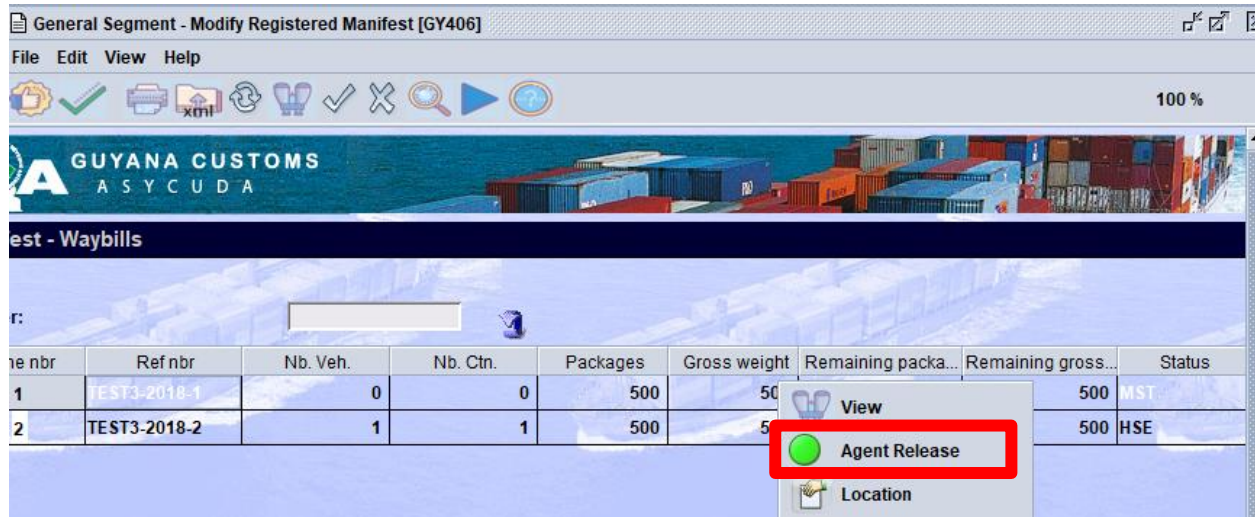


**Figure 45**

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



**Figure 46**

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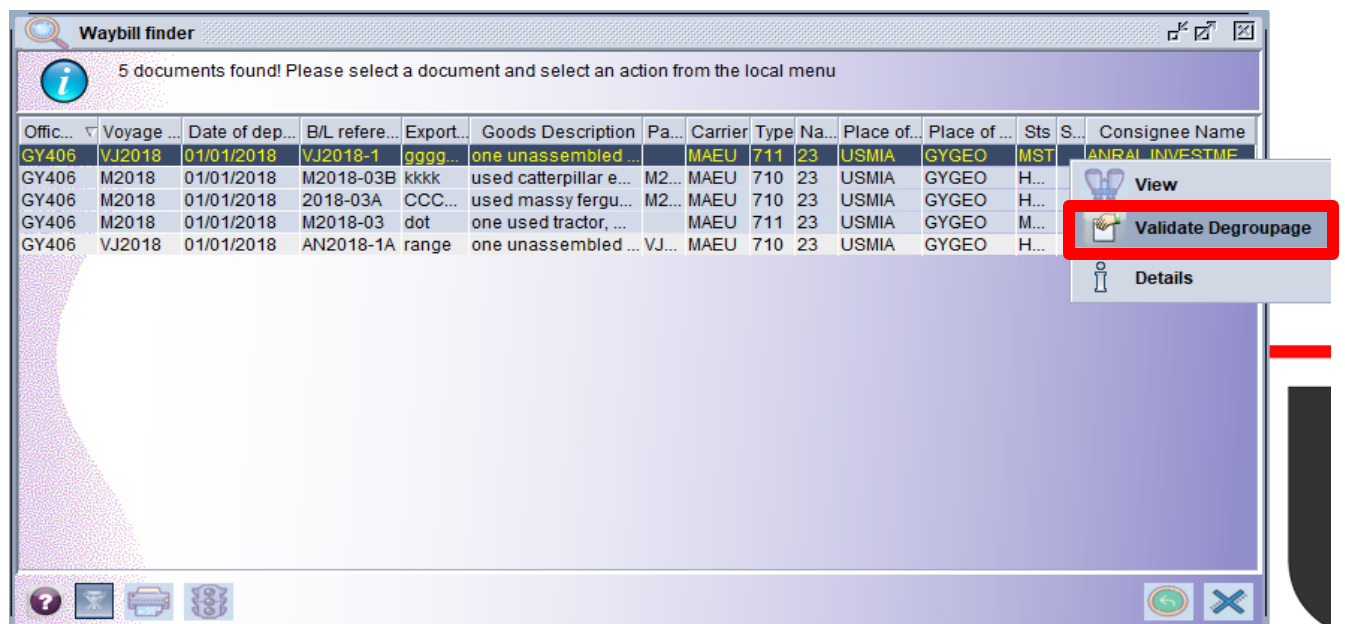
# 13. FAST CARGO INTEGRATION – FULL CARGO

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** ➡ **Cargo Manifest** ➡ **Data Management** ➡ **XML Integration** ➡ **Full Cargo.** At full cargo, right click and select **Full Cargo Integration** as illustrated in figure 47 below.
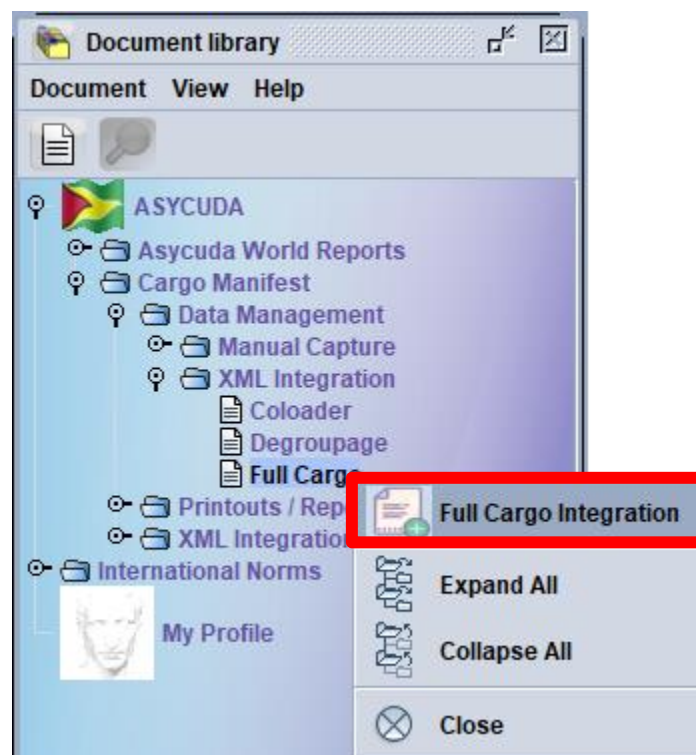


**Figure 47**

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.
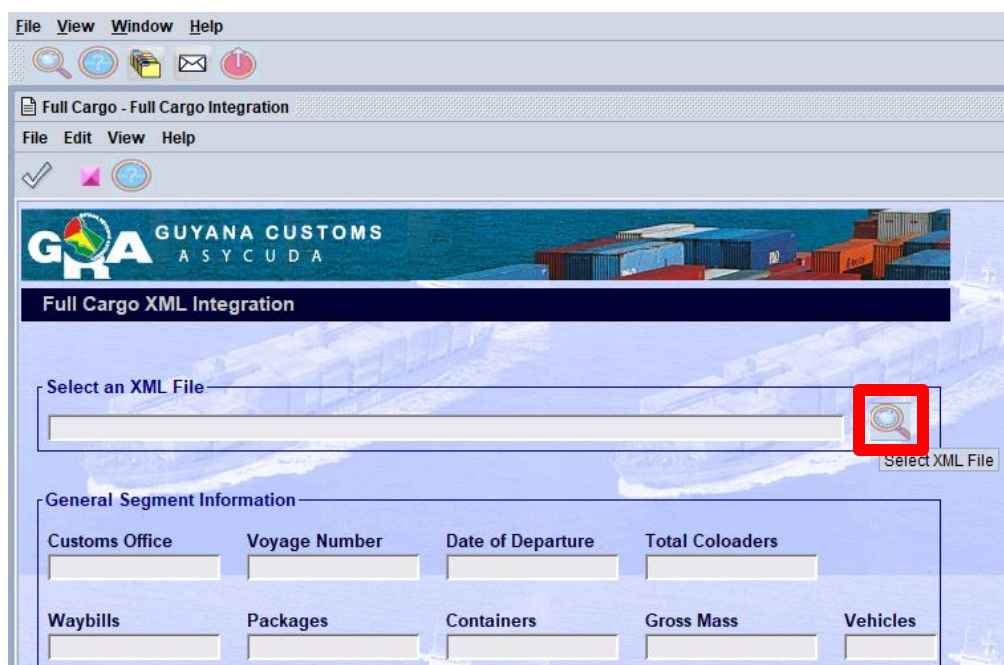


**Figure 48**

## 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.



**Figure 49**

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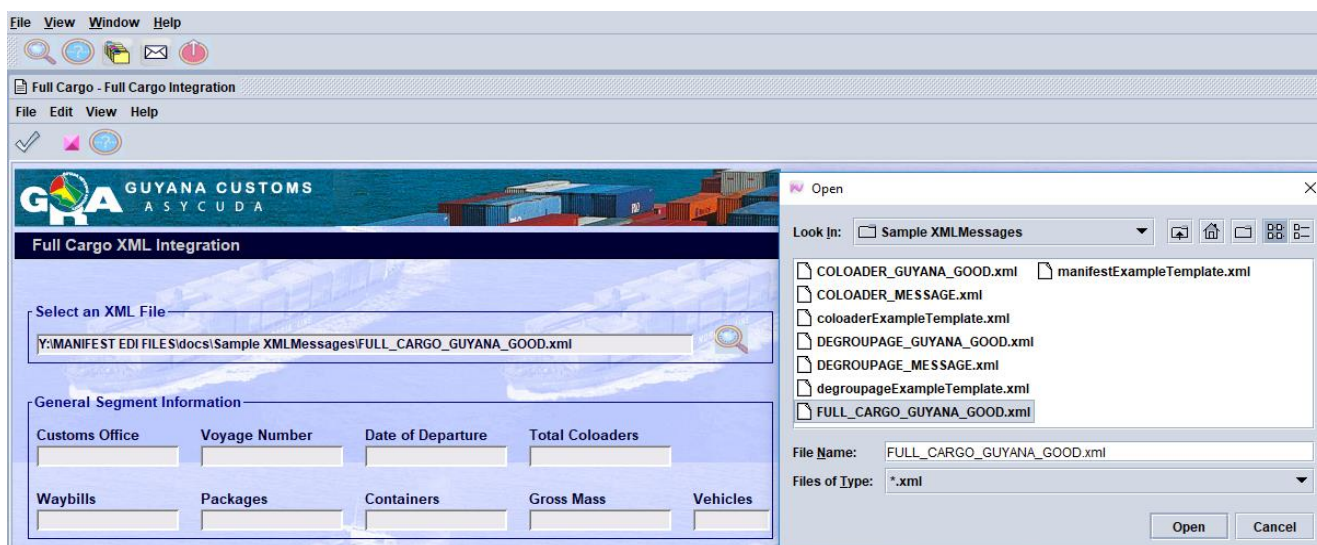
## 13.3. CHECK XML CONTENT

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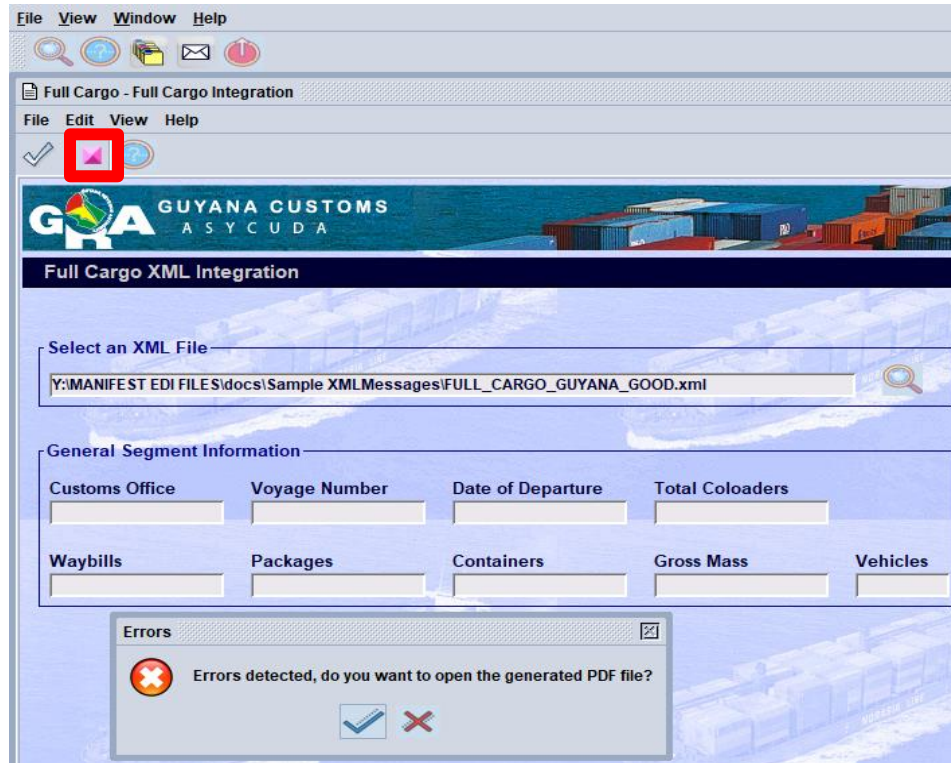


**Figure 50**

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

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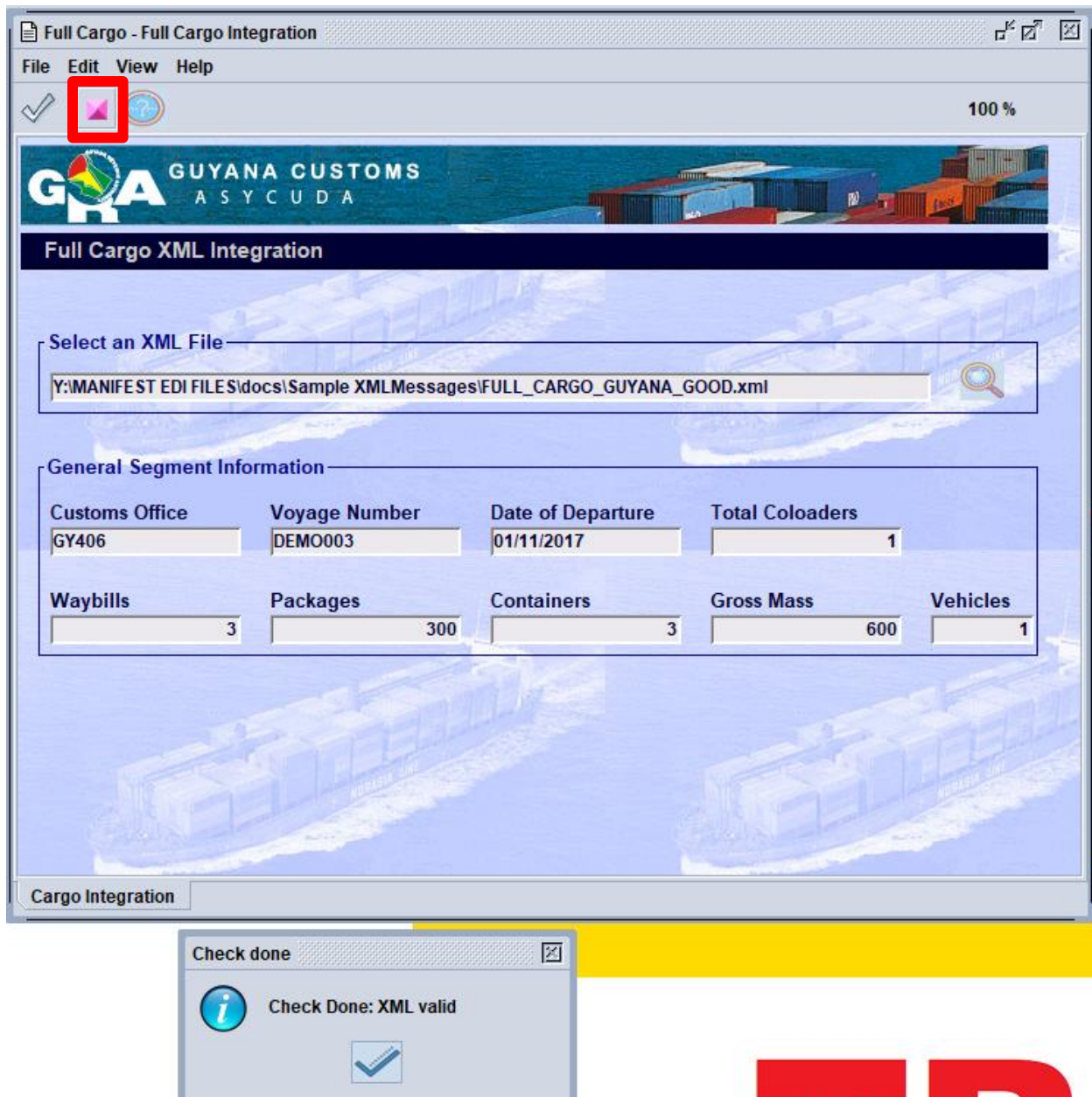
**Figure 51**

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.

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## 13.4   SAVE AND STORE

You may now save and store.
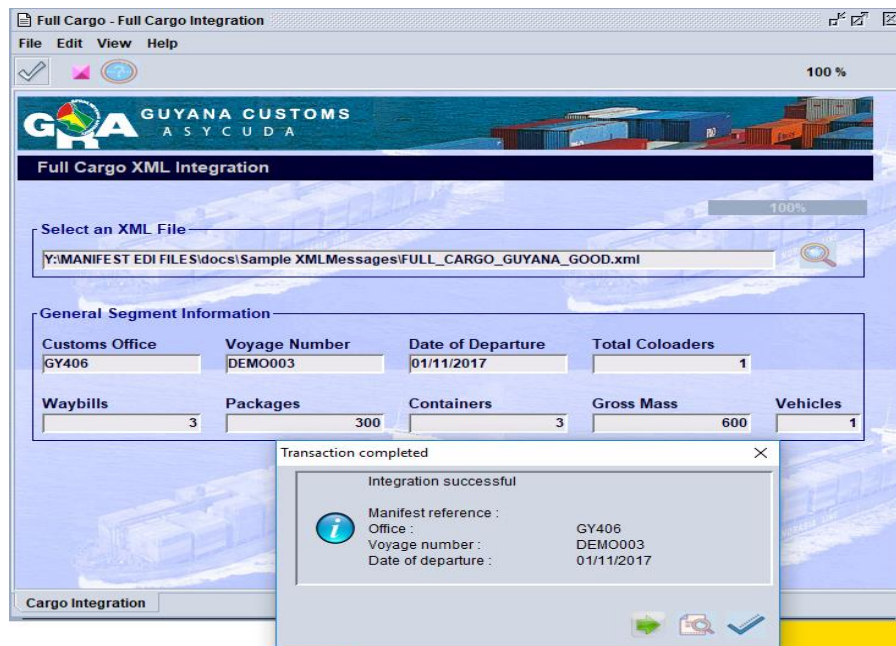


**Figure 52**

## 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.



**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.**

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# 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.
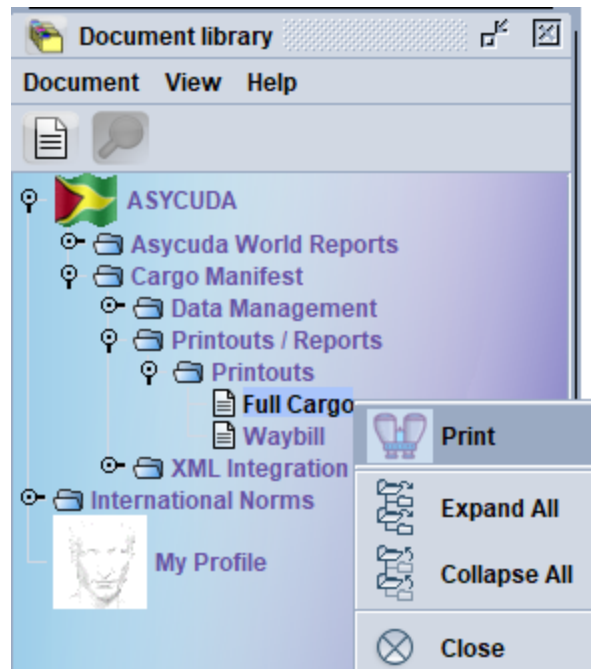


**Figure 54**

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.

**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.

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# 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.
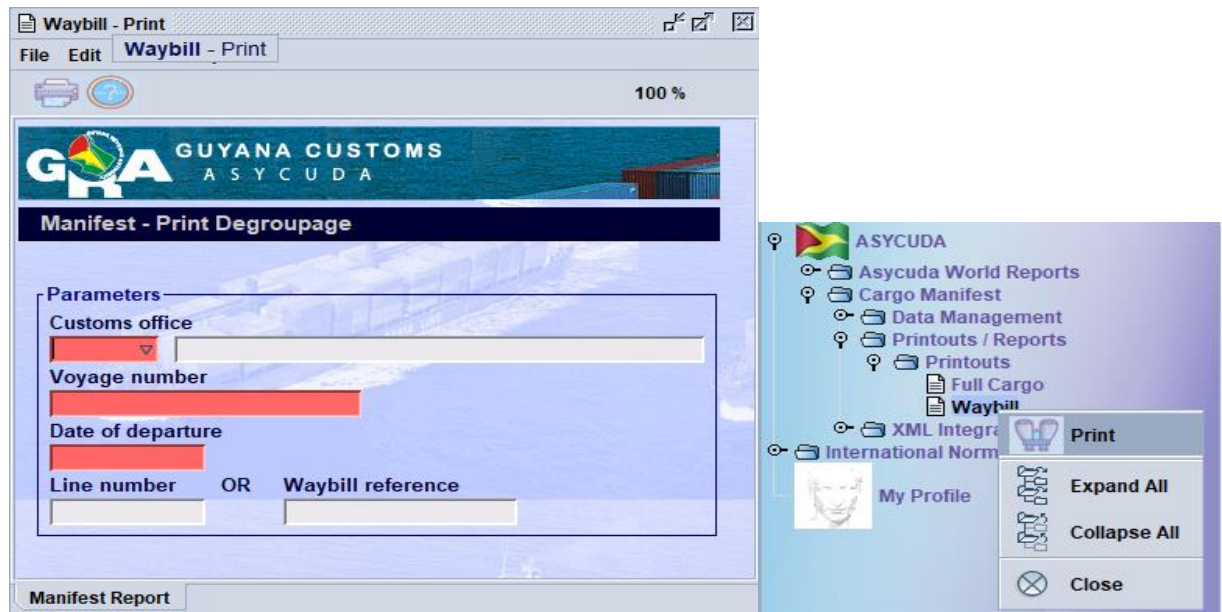


**Figure 56**

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.



**Figure 57**

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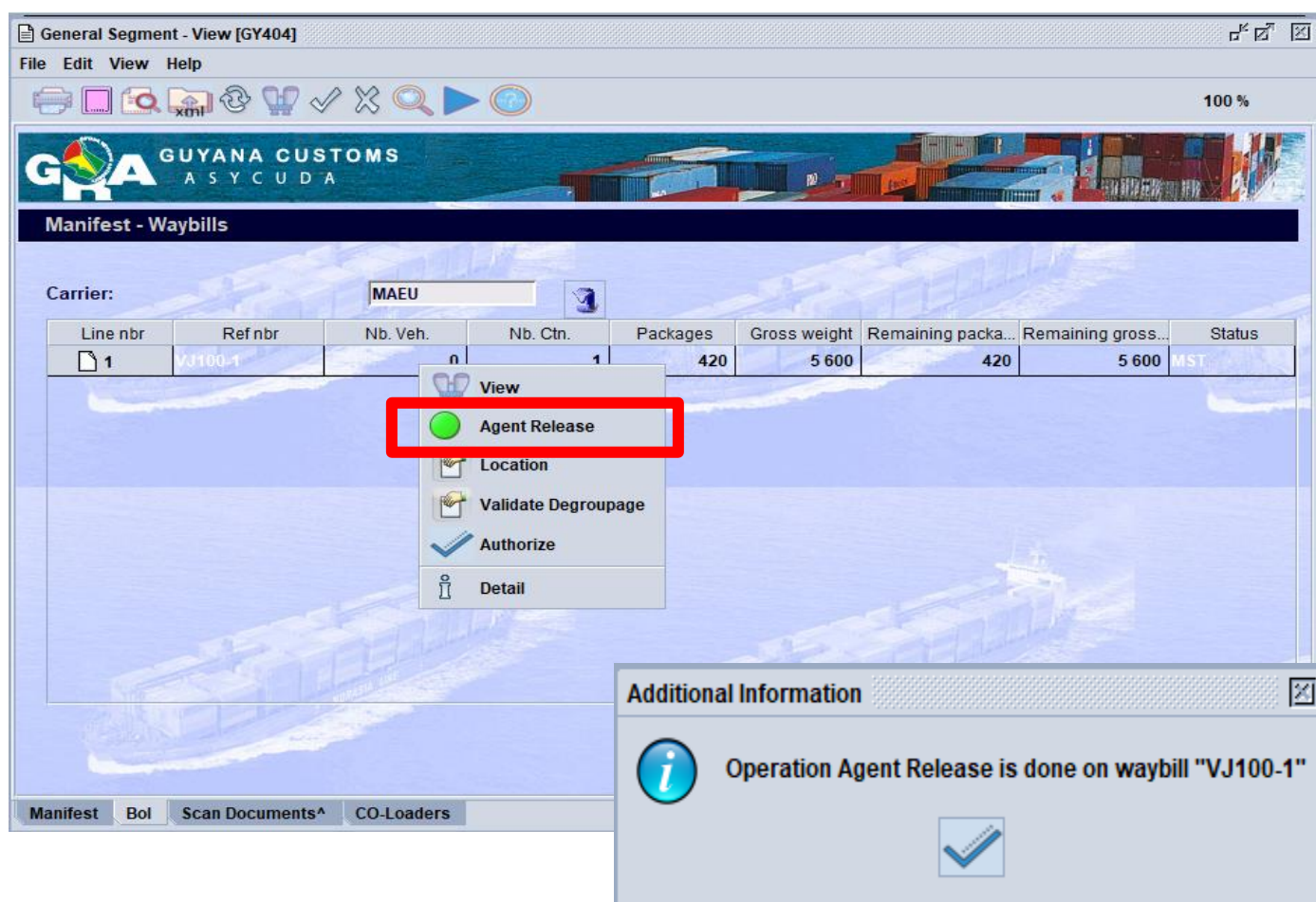
# 18. ASYCUDA WORLD MANIFEST FIELD USER GUIDE

| 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 Information** | | |
| **Carrier** | | |
| **Carrier Code** | Mandatory | The unique code assigned to identify Carriers. |

| | | |
|---|---|---|
| **Carrier's Name** | **Mandatory** | **The name of the Shipping Line or the 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** | | |
| **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 "0".** |
| **Vehicles** | **Mandatory** | **The count of all the vehicles to or from Guyana. If there is no vehicle insert the number "0".** |
| **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 Vessel/Aircraft** | **Mandatory** | **The name of the importing or exporting 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 aircraft is registered.** |
| **Registration** | **Mandatory** | **The registration number of the vessel or 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. |

## Waybill Segment: Bill of lading/ Airway Bill

| | | |
|---|---|---|
| Office Code | Mandatory | The Code of the Customs Office of Departure or Arrival. |

### General Information

| | | |
|---|---|---|
| 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. |

| | | |
|---|---|---|
| **Place of loading** | System | The location or port where the goods were loaded on the vessel/aircraft. |
| **Place of unloading** | System | The location or port where the goods will be discharged from the vessel/aircraft. |
| **Carrier** | | |
| **Carrier's Code** | System | The unique code assigned to identify Carriers |
| **Carrier's Name** | System | The name of the Shipping Line or the Airline transporting cargo to and from Guyana. |
| **Carrier's Address** | System | The address of the Shipping Line or the Airline transporting cargo to and from Guyana. |
| **Shipping Agent** | 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. |
| **Transport** | | |
| **Mode** | 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 |
| **Name of Vessel/Aircraft** | System | The name of the importing or exporting vessel or aircraft (the Transporter). |
| **Nationality** | System | The country code where the vessel or aircraft is registered. |
| **Place of Loading on Current Transport** | Mandatory | The name of the place of loading on current transport – (code, name). |
| **Place of Discharge from Current Transport** | Optional | The name of the place of Discharge from current transport – (code, name). |
| **Notifying Party** | | |
| **Notifying Party Code** | Optional | The identification of the person who requires notification upon arrival of the goods. |
| **Notifying Party Code** | Optional | The designation of the person/company who requires notification upon arrival of the goods. |
| **Address of Notifying Party** | Optional | The address of the person/company who requires notification upon arrival of the goods. |
| | | |

| Consignee | | |
| --- | --- | --- |
| Consignee's TIN (Tax Payer Identification Number) | Optional | The code given by the Guyana Revenue Authority to a person/business 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. |

| 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 Waybills | System | Number of degrouped waybills in the 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 Weight | Mandatory | Weight in Kg of the cargo on the Waybill. |
| Remaining Gross Weight | System | Weight of remaining packages in Kg. |
| 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. |
| 1. Location Code 2. Location Name 3. Info. | Optional | 1. Used by the port to identify the exact place in the Port or Shed where the goods can be found. 2. A more precise location inside the transit shed that describes where the goods are located. 3. Any other pertinent information. |
| **Harmonized System Code** | | |
| 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 Seal 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 | Mandatory | The overall cost of the freight i.e. Transport Cost, Insurance Cost, and other Costs. |
| Currency | Mandatory | The actual currency in which payment for freight is quoted |
| Number of Seals | Optional | The count of the seals affixed. |
| Marks of Seal 1 and 2 | Optional | The markings that identifies the seals placed on the packages. |
| Sealing Party | Optional | The code used to identify who sealed the packages. |
| Additional information 1 and 2 | Optional | Any other relevant information which the carrier or agents deems necessary. |
| | | |
| **Onward Transport** | | |
| Transit | Prohibited | Automatically filled when waybill is written off by a transit operation. |

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| | | |
|---|---|---|
| Transshipment | Prohibited | Automatically filled when waybill is written off by a transshipment operation. |
| Carrier | Prohibited | Automatically filled – Name of the carrier involved in the transit or transshipment operation. |
| **Container 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 (FCL/LCL) | Mandatory | Describes how much space is occupied by goods inside the container. |
| Seal Numbers | Optional | The seal numbers on the seals attached to a locked container. |
| Seal Number (Marks) 1, 2 and 3 | Optional | Represents the reference of an affixed seal. |
| Sealing Party | Optional | The code to identify who sealed the 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 Code | Optional | Dangerous goods code (UNDG). |

| 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. |