

ASYCUDA Programme

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*ASYCUDAWorld Web Portal*

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# ASYCUDA World Portal Online Payment User Guide

## Note

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## Revision History

Date	Version	Description	Author
October 2021	1.0	Online Payment User Guide	Pablo Morales
September 2021	0.1	Initial Draft	Pablo Morales

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## Purpose

*ASYCUDA Portal Online Payment Guide* demonstrates key features of the web application provided by the ASYCUDA product and enables you to quickly learn the basics. The step-by-step procedures to process payment orders on the asycuda web portal.

This guide will lead you through the process of downloading, configuring, installing, maintaining and developing the Customs Portal for ASYCUDAWorld. This guide was written to be as clear as possible and to provide only the details necessary to get you up and running with the ASYCUDA Web Portal. For more in-depth information, links to outside resources will be located where appropriate.

This guide assumes that you have already obtained and installed ASYCUDAWorld 4.2 or higher with SOClass 2.2.29 software (or higher).

## Accessing Online Payment

### Step 1

- Mouse over main menu **ONLINE PAYMENT**
- Log-in window will appear requesting login information (if the user is not currently logged in to **ASYCUDA**)

Thu October 14, 2021 08:50:03 am Home | ASYCUDA

HOME ONLINE SERVICES **ONLINE PAYMENT** DOWNLOADS NEWS DUTY CALCULATOR UAT INTERNAL TRAINING INTERNAL

YOU CAN NOW PAY YOUR PAYMENT ORDER WITH DEBIT OR CREDIT CARD

ASYCUDA 4.2.2

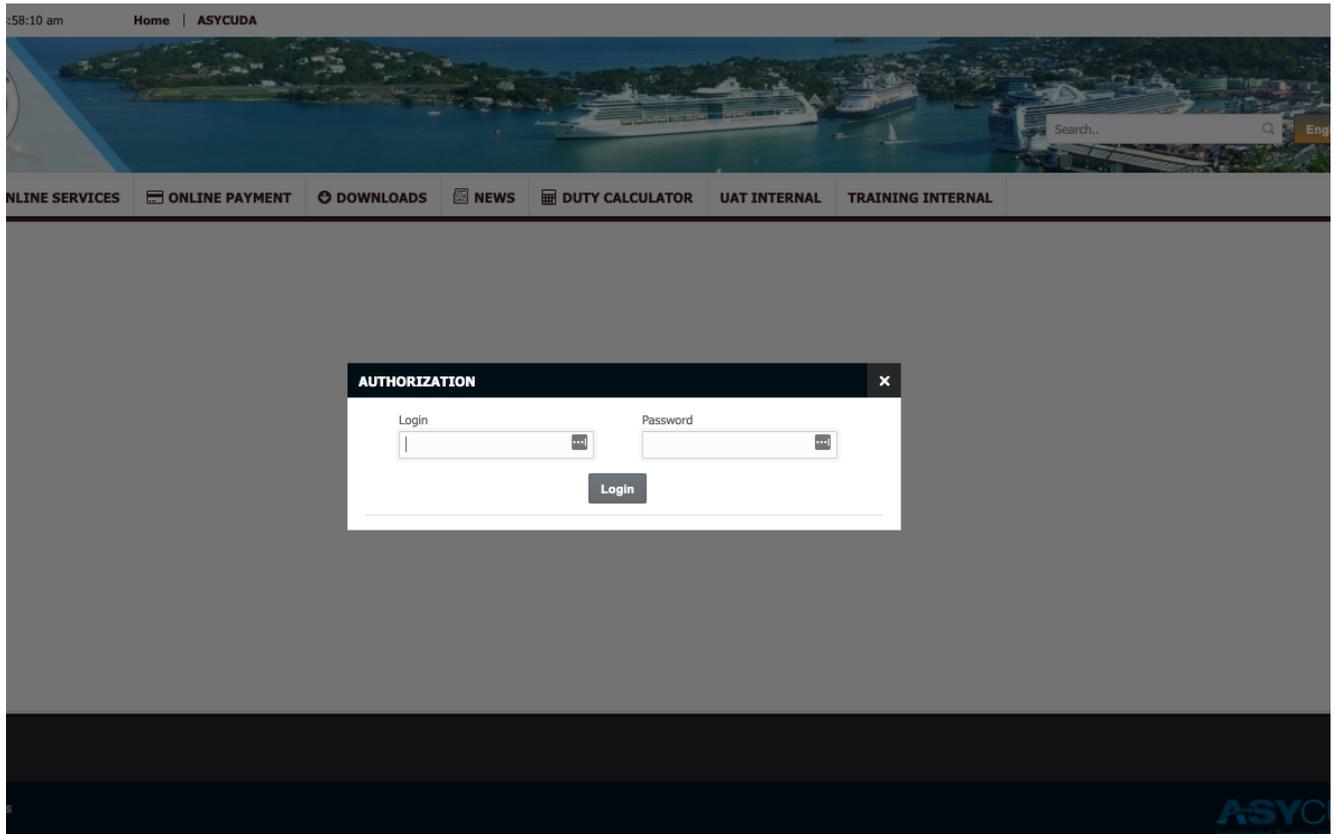
**News**

- Configure Java Installation**  
June 17, 2021  
This document describes how to configure Java after installation in order to access the ASYCUDA
- Migration To Asycuda World 4.2.2**  
June 13, 2021  
ASYCUDA World Unavailability
- ASYCUDA World Training Sessions**  
June 13, 2021

**Note:** Payments Orders can be created within ASYCUDA or Using the ONLINE SERVICES window on the ASYCUDA WORLD Portal

## Step 2

- Enter Log-in credentials, Username and password
- Click the LOGIN button



The screenshot displays the ASYCUDA Online Payment portal. At the top, there is a navigation bar with the following items: "Home | ASYCUDA", a search bar with "Search.." and "Eng" buttons, and a menu with "ONLINE SERVICES", "ONLINE PAYMENT", "DOWNLOADS", "NEWS", "DUTY CALCULATOR", "UAT INTERNAL", and "TRAINING INTERNAL". The main content area features a central "AUTHORIZATION" dialog box. This dialog box has a title bar with "AUTHORIZATION" and a close button "X". It contains two input fields: "Login" and "Password", both with "eye" icons for visibility toggling. Below these fields is a "Login" button. The background of the portal shows a scenic view of a harbor with a large cruise ship and other vessels.

**Note:** The Online Payment uses the same Login and Password credentials used for accessing the AW Client Services

### Step 3

The User is now able to view the Receipts for Completed Payment Orders and those awaiting Payment

Thu October 14, 2021 09:41:32 am Home | ASYCUDA User Page Logout

HOME ONLINE SERVICES ONLINE PAYMENT DOWNLOADS NEWS DUTY CALCULATOR UAT INTERNAL TRAINING INTERNAL

Instructions  
This page allows you to create and locate a Payment order. Search criteria can be refined by entering the appropriate details in the relevant fields. In Order to create a new payment order, click on the tab at the bottom of the screen and follow the instructions on that page.

Payment Orders

Payment Orders

Year	Number	Date	Trader	Receipt Year	Receipt Serial	Receipt Number	Receipt Date		
2021	47	2021-10-11		2021				Verify payment	Pending for payment
2021	46	2021-10-11		2021				Verify payment	Pending for payment
2021	45	2021-10-07		2021				Verify payment	Pending for payment
2021	44	2021-10-07		2021	R	12	2021-10-07	Download Receipt	Paid
2021	43	2021-10-07		2021	R	11	2021-10-07	Download Receipt	Paid
2021	42	2021-10-07		2021	R	14	2021-10-07	Download Receipt	Paid
2021	41	2021-10-07		2021	R	13	2021-10-07	Download Receipt	Paid
2021	40	2021-10-06		2021	R	9	2021-10-06	Download Receipt	Paid
2021	39	2021-10-06		2021				Verify payment	Pending for payment
2021	38	2021-10-06		2021				Verify payment	Pending for payment

(1 of 20) 1 2 3 4 5 6 7 8 9 10 >> >>> 10

or + Create a new Payment Order

Home Contact us ASYCUDA

This page allows you to create or locate a Payment order for registered declarations.

Search criteria can be refined by entering the appropriate details in the relevant fields. In Order to create a new payment order, click on the tab at the bottom of the screen and follow the instructions on that page.

## Creating Payment Order

### Step 1

- Select **CREATE NEW PAYMENT ORDER**: a blank payment order will appear
- Select **ADD DECLARATIONS**: this allows the user to add declarations to the Payment Order (PO)

The screenshot shows the 'Payment Orders' section of the ASYCUDA World portal. It features a table with columns for Year, Number, Date, Trader, Receipt Year, Receipt Serial, Receipt Number, Receipt Date, and Status. Below the table is a pagination control showing '(1 of 20)' and a list of page numbers from 1 to 10. A blue arrow points to a button labeled '+ Create a new Payment Order' located below the pagination controls.

The screenshot shows the form for creating a new payment order. It includes several input fields: 'Name:', 'Address:', 'Customs Office:', 'Receipt Identification:', and 'Amount collected:'. The 'Receipt Identification' field has a 'Da' label to its right.

The screenshot shows the 'Declarations' section. It contains a table with the following columns: Office, Declarant Reference, Customs Reference, Model, and Status. Below the table, it states 'No records found.' A blue arrow points to a button labeled '+ Add declarations (Entries)'. To the right of the table, there is a 'Total amount' label.

The screenshot shows the 'Other Payment' section. It contains a table with the following columns: Code, Description, and Reference. Below the table, it states 'No records found.'

## Step 2

- Select Payment Orders from list then select **PROCEED TO PAYMENT**
- Update message appears in top right hand corner of the screen
- Select the option **CHECKOUT YOUR PAYMENT ORDER**

The system will then add /compute the total sum and display the figure. All the declarations ready for payment will be displayed on a new page

The screenshot displays the ASYCUDA online payment interface. At the top, there is a 'Declarations' section with a table listing entries. The table has columns for Office, Declarant Reference, Customs Reference, Model, Status, and Assessed amount. Two entries are shown, both with a status of 'Assessed' and assessed amounts of XCD 227.88 and XCD 83.88. A 'Total amount for declarations' field shows XCD 311.76. Below this is an 'Other Payment' section with a table for Code, Description, Reference, and Amount, which is currently empty. A 'PLEASE NOTE' message is displayed: 'To avoid duplicate payments you will not be allowed to add a declaration that you have already submitted for payment on another payment order.' At the bottom of this section are three buttons: 'Back to the list', 'Save for later', and 'Proceed to payment'. A blue arrow points to the 'Proceed to payment' button.

The interface then transitions to a navigation bar with the date 'Thu October 14, 2021 10:46:20 am' and the ASYCUDA logo. Below the navigation bar is an 'Instructions' section explaining the payment process. The main section is titled 'Unpaid declarations' and contains a table with columns for Year, Office, Ref. Nbr., Reg. Dat., To be paid, and View Declaration. The table lists five entries with their respective assessed amounts. A tooltip message is displayed over the table: 'Declaration added: LCCAP 2021 KREFNWX972 - Customs reference: LCCAP 2021 L276' and 'Total to be paid for declarations has been updated to 311.76'. At the bottom of the table is a 'Checkout your Payment Order' button with a checkmark. A blue arrow points to this button.

### Step 3

- Select the **PROCEED TO PAYMENT** option
- User may also select **SAVE FOR LATER** if payment is to be delayed

The user's screen will appear faded with a running tube displayed. This means the transaction is being processed. The system will then display a payment window.

LCCAP	2021 KREFNWEX972	LCCAP 2021 C276	EX3	Assessed	
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+ Add declarations (Entries) Total amount for declarations:

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Other Payment

Code	Description	Reference	Amount
No records found.			

+ Add other Customs Fees Total amount for other payments:

**PLEASE NOTE:** To avoid duplicate payments you will not be allowed to add a declaration that you have already submitted for payment on another payment order.

[Back to the list](#) [Save for later](#) [Proceed to payment](#)

## Step 4

- Check the information of the order to pay
- Select **PAY NOW** button

The screenshot shows the 'ASYCUDA World - ONLINE PAYMENTS' interface. A 'Transaction Page' tab is active. The main content area is titled 'ONLINE PAYMENTS ORDER DETAILS' and contains the following information:

- Invoice: 2021-48
- Transaction ID: 5102
- Amount: XCD 311.76

A prominent green button labeled 'PAY NOW' is located below the order details. A blue arrow points to this button. At the bottom of the page, there is a button labeled 'Go to payment order list'.

- Enter all relevant credit card information and press **CONTINUE** button

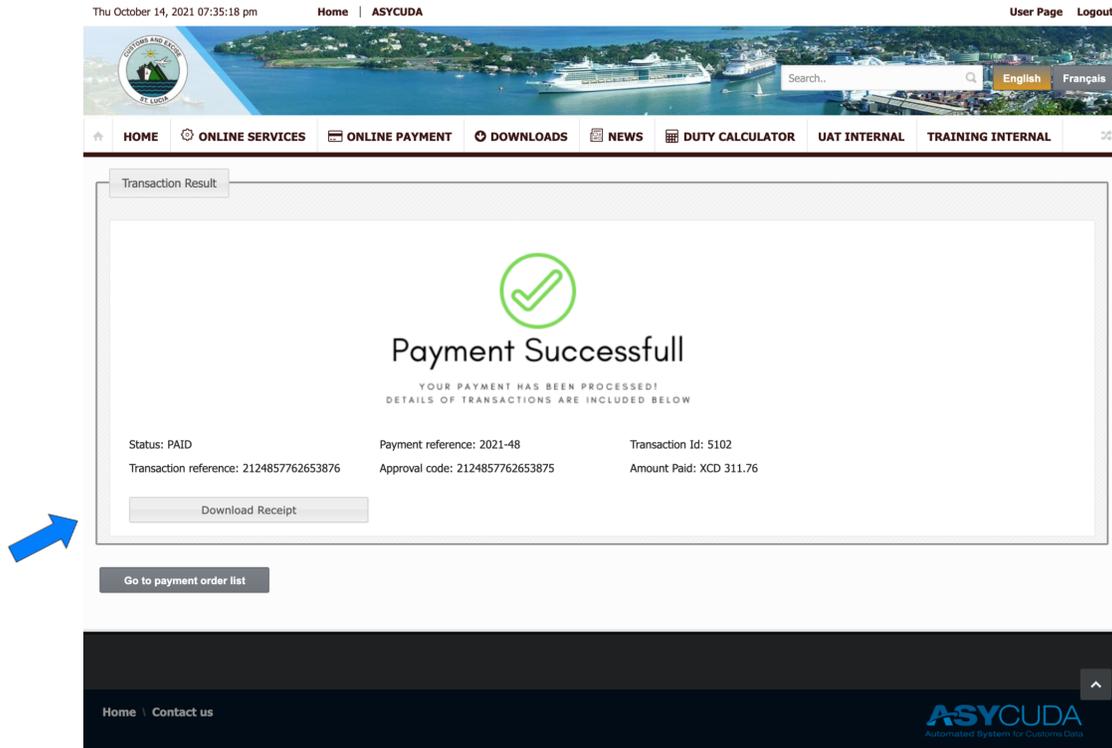
The screenshot shows the 'ASYCUDA World - ONLINE PAYMENTS' interface. A 'Transaction Page' tab is active. The main content area displays the following credit card payment details:

- Reference: 2021-48
- Purchase Amount: 311.76 XCD**
- Cardholder Name: (as it appears on card) [input field]
- Card Type: Visa [dropdown menu]
- Credit Card Number: [input field]
- Expiration Date: 01 (Jan) [Month dropdown] 2021 [Year dropdown]
- Card Security Code: (3 digit code on signature panel) [input field]

At the bottom right of the form, there are two buttons: 'Continue' and 'Cancel'. A blue arrow points to the 'Continue' button.

## Step 5

- Once all information is entered correctly, a payment confirmation message will be displayed



- By clicking on the **Download Receipt** button you can download the pdf generated by the system
- A message will also be sent to the users' inbox
- Payment information will now be updated in ASYCUDA

**Note:** If a Payment Order was previously created then the user proceeds to Step 2 (Creating Payment Order) to effect payment.

For Further Information contact the ASYCUDA World Project Team.