



ASYCUDA WORLD

BROKERS USER MANUAL

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1. Declarant Login Process

The ASYCUDA World (AW) login is provided via the web portal at <https://asycuda.customs.gov.lc/> where access to two servers is provided. One allows access to the Production Server and the other for the Training Server. To avoid confusion, different login credentials will be provided for the production and training servers. Kindly follow the steps listed below to login to Asycuda World:


- i) Proceed to the web portal and click on the training or production server icon
- ii) A login dialog box will be presented as illustrated in figure 1.
- iii) Enter your credentials (username and password) and click the  icon or press the Enter key on your keyboard.



FIGURE 1. LOGIN DIAL WINDOW

WARNING: Before going further, users should meet the basic prerequisite requirements listed below:

- a) A thorough knowledge of the application interface as it relates to declaration processing.
- b) A clear understanding of the Single Administrative Document (SAD) form fields and its ancillary forms.

2. Initiating a SAD.

The following steps are required to generate the SAD form:

2.1 Asycuda World Interface

Once the ASYCUDA WORLD application runs and the user logs in with the correct credentials, the AW interface is displayed (See Figure 2). It consists of the following options:

- a) The main interface menu – containing these shortcuts:
 - i) The Finder: E-document finder.
 - ii) Help: (Not functional.)
 - iii) Document Library: Displays or hides the document library when selected.
 - iv) Email – Displays or hides the ASYCUDA email module when selected.
 - v) Exit Button – Closes the ASYCUDA interface and exits to the local computer screen.

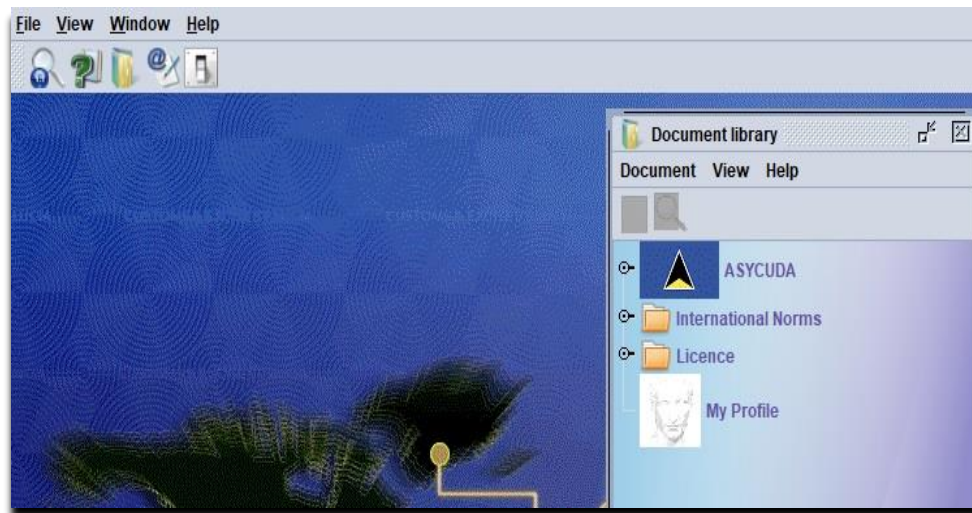


FIGURE 2. AW MAIN APPLICATION SCREEN

2.2 Expanding the Document Library.

Click on the ⓘ option next to the country flag image (ASYCUDA) to expose the brown binders below. The binder “Goods Clearance” should now be visible. Click the ⓘ option next to the binder “Goods Clearance” ⓘ “Declaration” ⓘ “Detailed Declaration”. The option “Detailed Declaration” should now be visible. Right-click the option to reveal the function menu, see figure 3.

The detailed declaration option is the focus of this user manual and will be used in most operations regarding the SAD. This includes creating and retrieving the SAD.

2.3 Open a blank SAD.

Select the “**New**” Option. The system will download reference data from the server then display a blank SAD form within the AW interface.

The SAD form (declaration) is composed of **ONE** main form and **SIX** auxiliary forms. They are the:

1. SAD main form (single item declaration) and SAD items pages (multiple item declaration).
2. Valuation Note (General and Item Segments).
3. Assessment Notice.
4. Information Page.
5. Container Segment (If goods are containerised).
6. Vehicle Page (If goods declared are vehicles).
7. Attached Documents Page (Scanned documents reference).

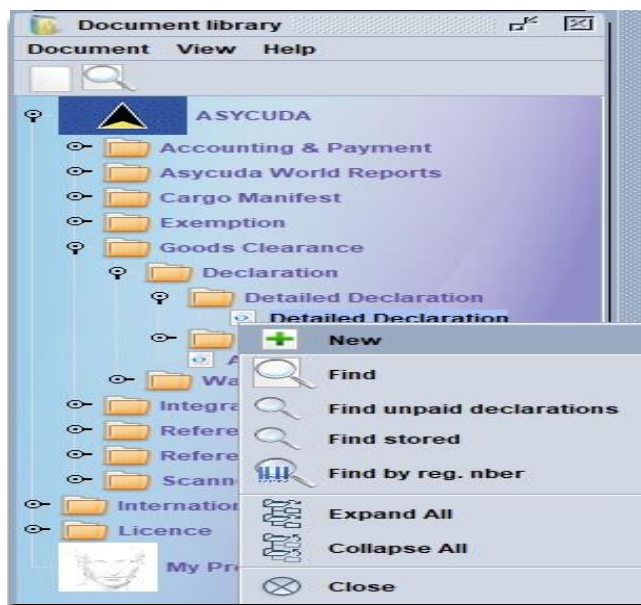


FIGURE 3. AW DOCUMENT LIBRARY

The SAD main form

The SAD main form consists of two segments: (i) The General Segment and (ii) The Item Segment. The general segment covers general information about the whole consignment such as Exporter, Consignee, Declaration type, etc. The item segment contains all the necessary information needed to clear the consignment including the Commodity code, Value, Country of Origin, etc. The SAD fields are listed and described in table 1.

2.4 Explanation of the SAD Data

BOX	NAME	ACTION	DESCRIPTION
GENERAL SEGMENT			
	Clearance Office	Mandatory	The Customs Office where the declared goods are located.

	MANIFEST REFERENCE	Mandatory	The registration number or reference of the manifest. It is made up of the Year and Sequence Number (e.g. 2021 12). Should the vessel or aircraft have arrived at a border office which is different from the SAD clearance office the format should be Border Office, Year and Sequence Number (e.g. LCCAP 2021 12).
	TIN	SYSTEM	The importer or exporter's tax identification number
	Registration Number	SYSTEM	The number assigned automatically by the system when a declaration is registered. It is made up of a Serial Letter and Sequence Number (e.g. C 69) Year and Office Code
1	Regime Type	Mandatory	The declaration mode/regime selected by the user. It should be IM for Imports and EX for Exports.
2	Exporter / Consignor	Mandatory	In the case of IMPORTS this is the person shipping the goods to Saint Lucia. In the case of EXPORTS it is the person exporting the goods from Saint Lucia.
3	Pages	System	Shows the page number viewed along with the total number of pages currently in view.
4	Load List	System	The number of loading list, manifests or similar documents (known also as a bill of lading).
5	Items	System	Displays the total number of items (lines) declared in the declaration.
6	Total Packages	Mandatory	The number of packages (piece count) for the whole declaration.
7	Commercial Reference Number	Mandatory	The sequence of characters given by the broker to identify the declaration. The broker can use it to retrieve the declaration. Could be either digits or alphanumeric.
8	Importer/ Consignee	Mandatory	Name and address of the owner of the goods who may or may not be the consignee.
10	Country of first destination	Mandatory	Country from which the goods have been or will be consigned prior to final importation.
11	Trading Country	Optional	The country from which the goods are being traded.
14	Declarant/ Representative	Mandatory	The Customs clearing agent; It may be the Trader.
15	Country of Export Code	Mandatory	The country from which the goods are first exported or consigned.

16	Country of Origin	System	The country where the goods were manufactured or grown.
17	Country of Destination	Mandatory	The country of which the goods are intended. It would always be Saint Lucia in the case of imports.
18	Identity and Nationality of active means of transport on arrival/departure	Mandatory	Name of the vessel or aircraft and it's place of registry
19	Container flag	Mandatory (If goods are in a container)	Select if goods are containerised
20	Delivery Terms	Mandatory	The terms of delivery specified in the sale contract between the buyer and seller of the declared goods. E.g. CIF or FOB.
21	Identity and Nationality of active means of transport crossing the border	Mandatory	The name of the vessel or aircraft which transported the goods into Saint Lucia and its place of registration.
22	Currency & Total amount invoiced	Mandatory	The currency code in which the goods are invoiced. The total invoice price of the goods declared.
23	Exchange Rate	System	The rate at which one specified currency is expressed in another specified currency.
24	Nature of transaction	Mandatory	An indication of the contract under which the goods are supplied. This field is currently used to determine the payment of the Bureau of Standards fee.
25	Mode of Transport at the border	Mandatory	The code corresponding to the active means of transport at the border.
27	Place of Loading/ Unloading	Mandatory	The Port or location in the country where the goods were initially imported and off loaded from the ship or aircraft.
29	Office of Entry/Exit	Mandatory	The port at which the goods entered Saint Lucia. It may be different from the clearance office.
30	Location of goods	Mandatory	The transit shed or location where the goods are stored.
31	Packages and goods Description	System	According to the commodity code selected for the item, the system will display the tariff description

	Marks and Numbers	Mandatory	Descriptive marks on the package
	Nbr & Kind	Mandatory	The number of packages or piece count. The package type ISO code e.g. UN for unit or BX for box.
ITEM SEGMENT			
31	Containers	Mandatory (if goods are containerised)	The alphanumeric identifier of the container.
	Tariff Description	System	According to the commodity code selected for the item, the system will display the tariff description
	Commercial Description	Mandatory	The description sufficiently precise to enable immediate and unambiguous identification and classification of the goods.
33	Commodity Code	Mandatory	The tariff code which classifies the goods being declared according to the Common External Tariff
	Product Information	Mandatory (if goods for suspense regime)	The identifier code for warehousing purposes.
34	Country of Origin Code	Mandatory	The code for the country where the item was manufactured, produced or grown.
35	Gross Weight in Kilograms	Mandatory	The total weight in kilograms of the goods including packaging.
36	Trade Agreement	Optional	Identification of preferential treatment for the goods under bilateral or multi-lateral arrangement entered into by the Government.
37	Procedure	Mandatory	The first part (Customs Procedure Code), identifies the treatment which the goods will receive. The second part is the additional code and is used to identify the tax regime where a concession is claimed.
38	Net Mass (KG)	Mandatory	The net weight (gross mass minus packaging) in kilograms of the goods being declared.
39	Tax Relief	Mandatory	Mandatory for certain duty-free concessions. It indicates which taxes are relieved of Customs duty.
40	AWB/BL/or Previous document	Mandatory	The bill of lading or airway bill number required to identify the consignment of the goods.
41	Item Quantity	Mandatory	Quantity of the goods in the unit of measurement as required by the Customs Tariff for statistical or fiscal purposes.
42	Item Price	Mandatory	Amount due for each chargeable item of goods or services.

43	V.M Code	System	The Valuation Method used to calculate the value for Customs duties or taxes.
44	Licence No		Reserved for future use.
	Dec. Val	System	The system displays the accounts relative to the item of any additional charges or deductions input from the valuation note segment.
44	Dec. Qty		Reserved for future use
	Previous Declaration	System	If the goods were previously under a suspense regime, details of the declaration Customs Reference number will be shown here.
	Additional Warehouse Code	Optional	Mandatory when transferring goods from one bond to another.
45	Adjustment	Prohibited	For internal Customs use only
46	Customs Value		The customs value of the item in local currency.
47	Calculation of taxes	System	<p>The system displays a matrix where various columns provide details of the tax calculations performed by the system based on the declared particulars and according to current legislation.</p> <p>Type identifies the tax, duty or fee code.</p> <p>Tax base shows the base value or quantity upon which the duty or tax has been calculated for the tax line in question.</p> <p>Rate displays the actual rate of duty or tax for this tax line, applicable to the goods being declared, as found in the tariff.</p> <p>Amount shows the computer-calculated amount of duty or tax payable or in case of suspense regime, the duty liability to be guaranteed.</p> <p>Method of payment (MP) displays the code indicating if it requires payment (value 1 “one”) or needs to be guaranteed (value 0 “zero”).</p> <p>Item Total - XCD shows the total amount to be paid or guaranteed for the item being declared. All amounts are calculated and shown in national currency.</p>
48	Deferred Payment/ Pre-payment	Optional	The reference number identifying a payment or credit account.
49	Identification of warehouse	Optional	The warehouse reference number where the goods will be bonded
	Delay	Optional	The duration in days of the period under which the goods will remain in any suspense regime. This field will be mandatory for warehousing, temporary imports, temporary exports and any other suspense regime.
B	Accounting Details	System	Shows the mode of payment, the assessment and receipt number (when paid) of the declaration, as well as the dates when they occurred.
50	Principal	System	Name and address of a party liable for goods moving under a customs authorization and when applicable a guarantee.

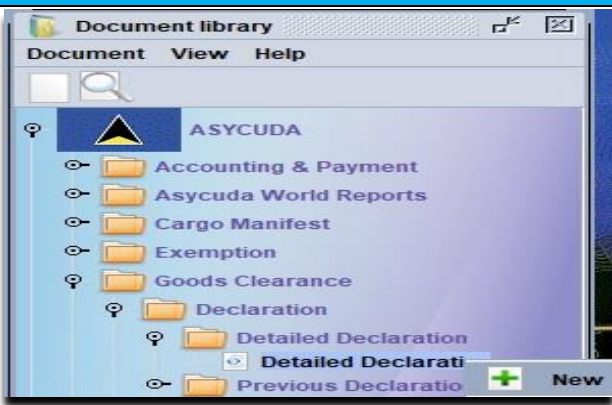
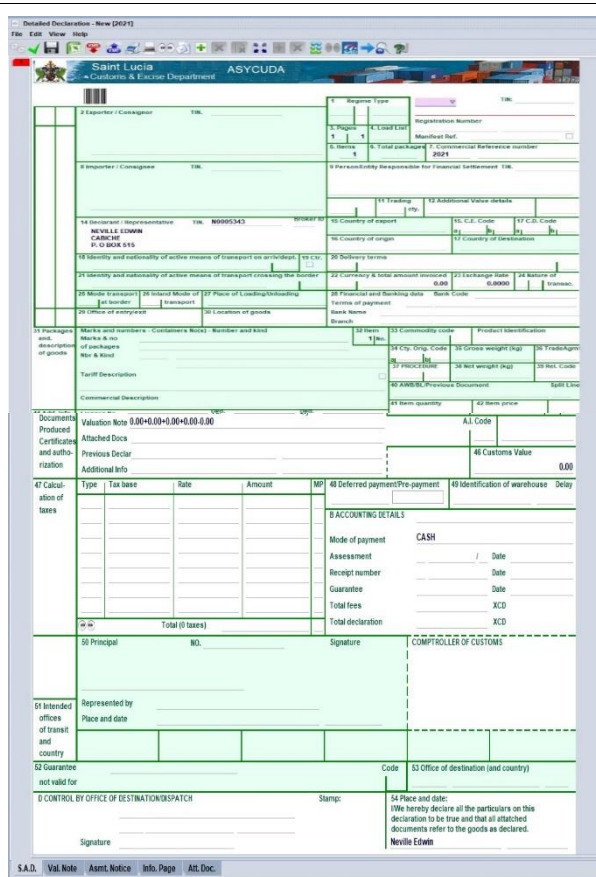
C	Office of departure	Prohibited	Transit
51	Intended offices of transit and country	Prohibited	Name of the Customs Office which is responsible for transit formalities.
52	Guarantee not Valid For	Prohibited	Customs Office at which security or guarantee for the movement of goods under a transit procedure is lodged.
53	Office of destination country	Prohibited	To be filled by the representative or the trader indicating the date of the declaration and the representative.
D	Control by office or destination	Prohibited	Name of the Customs Office at which goods are released from a customs transit regime.
54	Place and Date	Optional	The system will automatically display the declarant's code and the username of the person who submitted the declaration and the date on which it was accepted by the system.

3. Creating a SAD

Ensure that all the required documents and information are available before proceeding to complete a Customs Declaration. These may include:

- a) The Manifest Registration Year and Number.
- b) The waybill reference number.
- c) Invoices and,
- d) Any other related documents such as Permits or Licences which must be submitted with the declaration.

Also ensure that all ancillary documents are legibly scanned in PDF format and are appropriately named and uploaded via the "Scanned Document Module". The maximum file size allowed is 4 MB. Care must be taken when setting the resolution of the scanner. A large file will take more time to upload.

WHAT TO DO	PROCEDURE	ILLUSTRATION
1. Access the declaration module and create a blank SAD for processing.	<p>To access the declaration module, navigate the following path in the document library: ASYCUDA >>> Goods Clearance >>> Declaration >>> Detailed Declaration. Right-click the shortcut "Detailed Declaration" and select "New".</p>	 <p>FIGURE 4: NEW DECLARATION SHORTCUT</p>
	<p>The system will display the blank Declaration Form which is the SINGLE ADMINISTRATIVE DOCUMENT – SAD</p> <p>N.B. The TABS at the bottom of the main SAD should be used to navigate between forms.</p>	 <p>FIGURE 5: BLANK SAD</p>
WHAT TO DO	PROCEDURE	ILLUSTRATION

2. Complete the SAD GENERAL SEGMENT. Use the SAD FIELDS GUIDE to complete the Declaration Form.

In box 1, select the model of Declaration according to the Customs Regime required for the goods being Imported or Exported

FIGURE 6. DECLARATION MODEL SELECTION

It is very important to select the correct model of declaration as it will determine the type of controls and data that the system will make available on the declaration form.

3. Complete the Valuation Note Form, General Segment.

After filling out the SAD main form, select the "Val Note" Tab at the bottom of the SAD.

FIGURE 7. VALUATION NOTE TAB

Complete the Valuation Note form as shown in figure 8. It contains the sum total of all invoices presented with the SAD. Additionally, it allows the input of values that determine the customs value of the goods such as Cost of freight and insurance. An option is also provided to set the method for apportioning the other charges to each item.

FIGURE 8. VALUATION NOTE GENERAL SEGMENT

The fields of the Valuation Note General Segment are:

- Invoice Value
- External Freight
- Internal Freight
- Insurance
- Other Costs

WHAT TO DO

PROCEDURE

ILLUSTRATION

4. Complete the ITEM Valuation Note section.

An item valuation section must be completed for each item entered. Each entry should contain the item invoiced value and all other costs such as freight and insurance. Figure 9 shows an example of an item valuation form. The invoice currency must be entered for each cost entered. The exchange rate (if different from the national currency) is automatically converted from the currency code entered in box 22.

FIGURE 9: VALUATION NOTE ITEM SEGMENT

Upon the completion of all Customs value related elements, the CIF Value (which is the tax base for Customs Duties) is automatically calculated for each item.

5. Add additional items (if required).


The SAD is configured to allow three items per additional page up to a maximum of 300 items per declaration. Click the  icon in the SAD menu to add an additional item page as shown in figure 10.

FIGURE 10: ADD NEW PAGE OPTION



6. Complete the attached documents page

Select the "ATT. DOC" tab on the SAD.

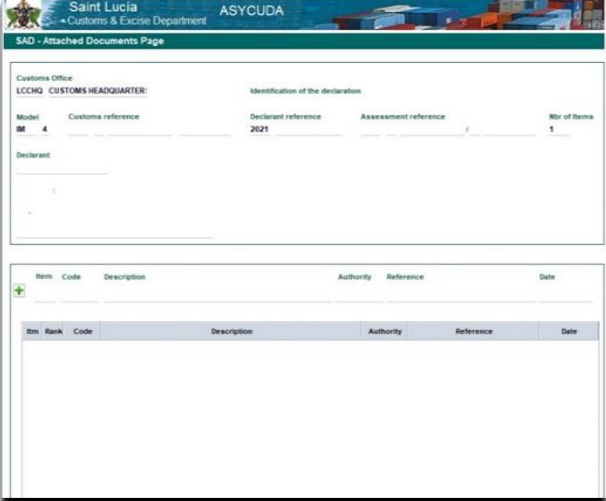

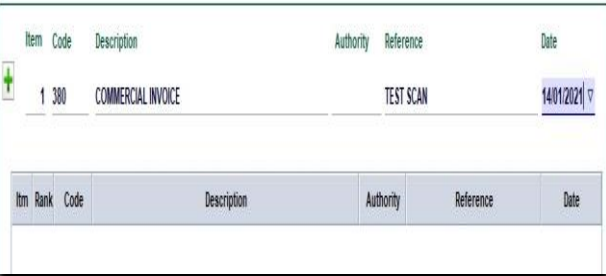


FIGURE 11. ATTACHED DOCUMENT PAGE TAB.


WHAT TO DO

PROCEDURE

ILLUSTRATION

<p>6. Complete the attached documents page</p>	<p>There are two options available:</p> <ol style="list-style-type: none"> 1. Reference and insert a saved attachment or, 2. Create an attachment with the SAD. 	 <p>FIGURE 12: ATTACHED DOCUMENTS PAGE</p>
<p>7a) Reference a saved scanned document.</p>	<p>The user should have scanned, uploaded and saved the relevant documents to the server using the "Scanned Documents" Option in the ASYCUDA Document library. See figure 13.</p> <p>N.B. See the Scanned Documents user manual for guidance.</p> <p>Insert the corresponding item number in the field labelled 'Item'. Select the document code from the drop down list. Key in the reference number and the date the document registered on the server. See the illustration in figure 14.</p>	 <p>FIGURE 13: SCANNED DOCUMENTS BINDER</p>  <p>FIGURE 14. SCANNED DOCUMENTS PAGE</p>
<p>WHAT TO DO</p>	<p>PROCEDURE</p>	<p>ILLUSTRATION</p>

7b) Add the saved attachments to the list.

Click the  icon to add the saved document to the list of attachments. Repeat this process if multiple documents have been saved as seen in figure 15.



Item	Rank	Code	Description	Authority	Reference	Date
1	1	380	COMMERCIAL INVOICE	TEST SCAN		14/01/2021
1	2	0007	FORM D	TEST		02/02/2021

FIGURE 15: MULTIPLE SCANNED DOCUMENTS LISTED

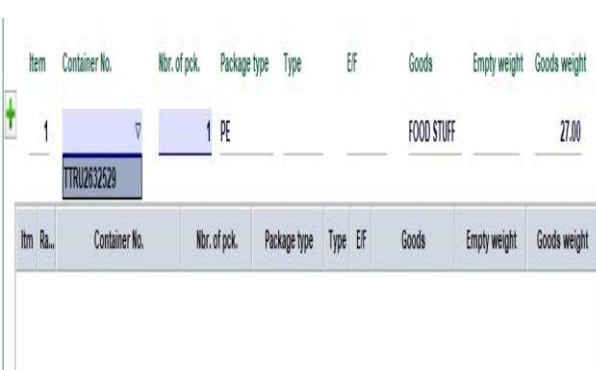
8. Input Containers information (if applicable).

If cargo is containerised, select the check box in field # 19 on the SAD to enable the container tab. See figure 16.




FIGURE 16: CONTAINER TAB

From the container page, insert 1 into the item field. The system will auto-complete the fields labelled: "Nbr. Of pck", Package Type, Goods and Goods Weight. Click within the field labelled Container No. The system will display the container reference. Select the appropriate Container displayed. See the illustration in figure 17.



Item	Container No.	Nbr. of pck.	Package type	Type	EF	Goods	Empty weight	Goods weight
1	TTRU2632529	1	PE			FOOD STUFF		27.00

FIGURE 17: CONTAINER PAGE

Select the  icon to add the container information to the list below.

Pro Tip: The "Goods Weight" field should be equal to the total mass of all the SAD items. Therefore the container tab should be completed after all item lines have been added to the SAD. The "Goods Weight" figure can be obtained by clicking the "View Total Mass" icon seen in the document menu. See figure 18.

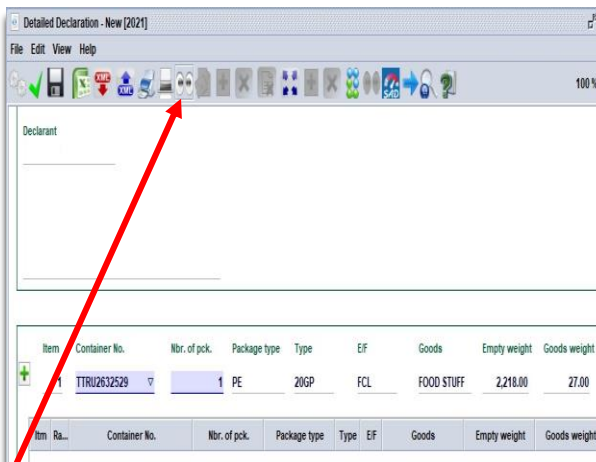


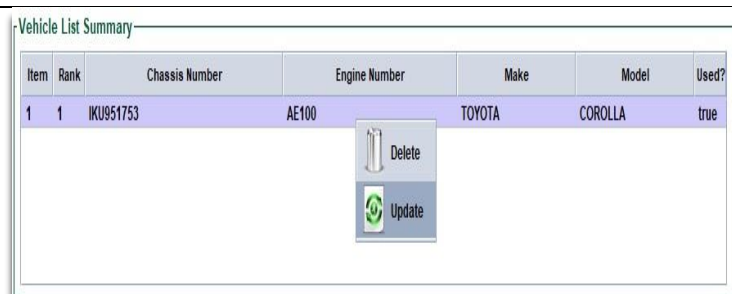

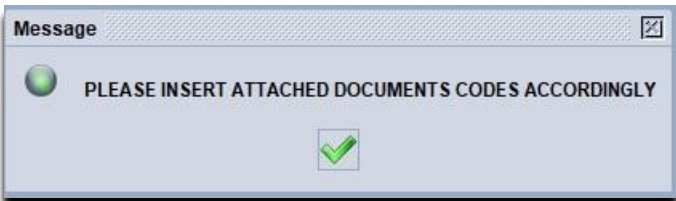



FIGURE 18: VIEW TOTAL MASS OPTION

WHAT TO DO	PROCEDURE	ILLUSTRATION
9. Input vehicle information (if applicable)	Once a vehicle HS Code has been inputted into field number 33, the system will enable the vehicle tab for completion. See figure 19.	 <p>FIGURE 19: VEHICLE INFORMATION TAB</p>
	Input the relevant vehicle information. Once completed, select the + icon to add the vehicle information to the "Vehicle List Summary".	 <p>FIGURE 20: COMPLETED VEHICLE PAGE</p>
	The vehicle information may be edited by right-clicking the vehicle line within the list. The system will display the function menu options: "Delete" & "Update". The delete option will purge the list of the selected item whilst the "Update" option will place the information in the top area of the form to allow the user to make changes. See figure 21.	 <p>FIGURE 21: DELETE AND UPDATE OPTIONS ON VEHICLE PAGE</p>

4. Verifying the SAD for Consistency

WHAT TO DO	PROCEDURE	ILLUSTRATION
10. Check the SAD	After inputting all the required data, select the Verify icon to check for any errors and to calculate the duties. The system may display an error message. Double-clicking the error line will shift the focus to the associated field. Make appropriate changes and verify the SAD once more.	 <p>FIGURE 22: ERROR MESSAGE</p>
	The system will display two messages, the first being "Please insert attached documents codes accordingly" It is a reminder to the user to correctly complete the SAD's scanned documents page. The second message will display the "Document verified" message once the SAD has passed the consistency check. See the illustration in figures 23 & 24 respectively.	 <p>FIGURE 23: ATTACHED DOCUMENTS REMINDER MESSAGE</p>  <p>FIGURE 24: DOCUMENT VERIFIED MESSAGE</p>

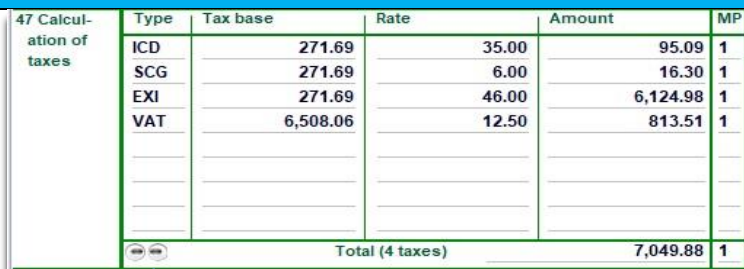
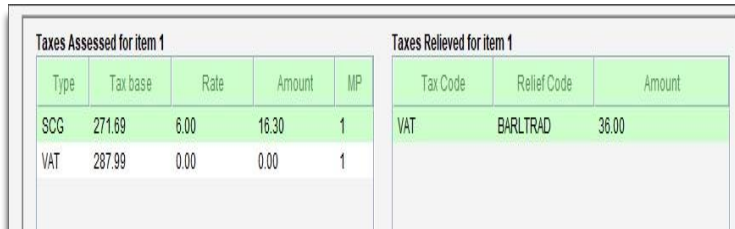
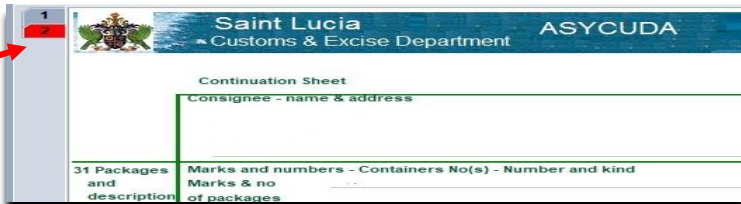

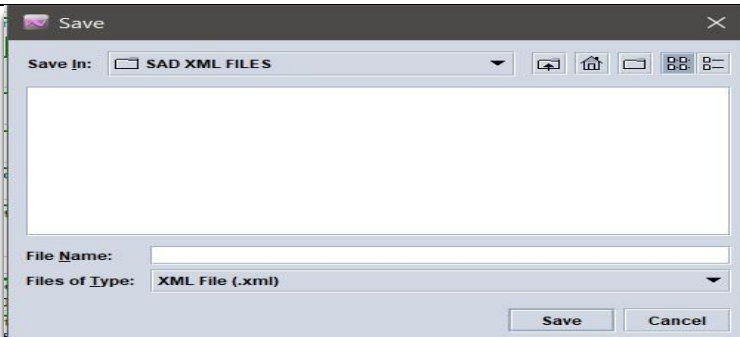
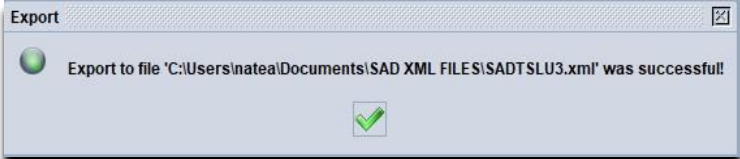
WHAT TO DO	PROCEDURE	ILLUSTRATION
11 a) Verify the duty calculations taxes.	Select the green tick to close the "Document verified" message. Navigate to the calculations area on the first page of the SAD, box 47 and verify the duties and taxes displayed for	
	PRO TIP: Click the "eyes" icon to view the taxes assessed and the taxes relieved where the item(s) being declared have enjoyed a tax waiver. This screen may be used to confirm that the correct taxes were deducted from the total amount payable for the selected item. See figure 26 for an example.	
	If multiple items have been inputted into the SAD, select the corresponding number and navigate to box 47 to verify the duties and taxes calculations. See figure 27.	

FIGURE 25: SAD DUTIES AND TAXES CALCULATIONS

FIGURE 26: TAXES RELIEVED SCREEN

FIGURE 27: MULTIPLE ITEMS SELECTION OPTION

5. Saving the SAD

WHAT TO DO	PROCEDURE	ILLUSTRATION
12. Save the SAD on your computer hard drive.	The user is allowed to save the SAD at any point during the completion process. The SAD is exported as an XML file and saved to a location of choice by the user.	 <p>FIGURE 28: BLUE XML EXPORT OPTION IN THE SAD MENU</p>
	Click the blue "xml" icon. The system will display the "save" dialog box as seen in figure 29. The user is permitted to create a new folder or select an existing one to save the .XML file. Type in a descriptive name to assign to the file then click the "Save" button.	 <p>FIGURE 29: DIALOG BOX SHOWING SAVE LOCATION</p>
	The system will display a confirmation message, displaying the location and file name. Pro Tip: Save different SAD types as templates using the .xml export option.	 <p>FIGURE 30: SAD XML FILE SUCCESSFULLY IMPORTED</p>

6. Retrieving a SAD saved on the computer hard drive



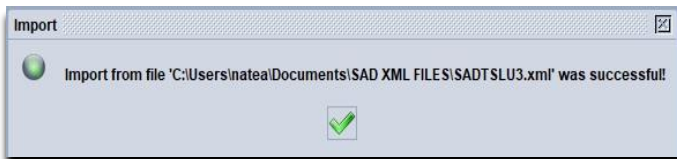
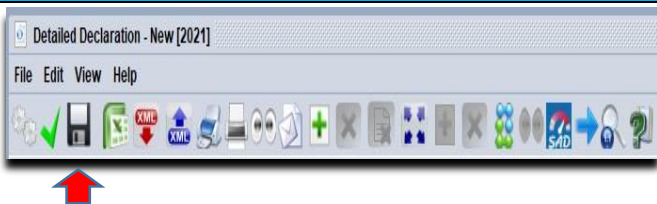
WHAT TO DO	PROCEDURE	ILLUSTRATION
13. Open a blank SAD for processing.	<p>Navigate the document library and open a blank SAD for completion. Refer to step one of this user manual for details.</p> <p>Select a SAD .xml file which has been saved locally, then follow the procedure below: Select the red “XML” icon in the SAD menu.</p>	
14. Import the .xml file into the blank SAD.	<p>The system will display the “open file” dialog box. Select the appropriate folder where the xml file was saved. Once found, double click the file to begin the import procedure.</p>	


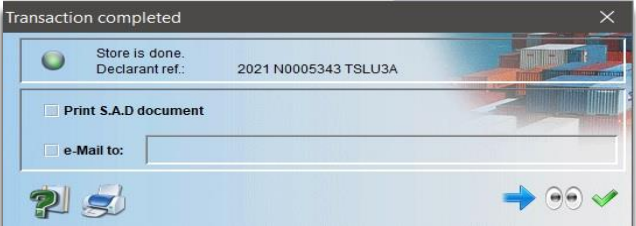
FIGURE 31: XML IMPORT OPTION

FIGURE 32: XML FILE SELECTOR DIALOG BOX

WHAT TO DO	PROCEDURE	ILLUSTRATION
15. Modify the imported SAD if necessary	Once a valid .xml file has been imported, the system will display a confirmation message as seen in figure 33.	 <p>FIGURE 33: SAD XML FILE SUCCESSFULLY IMPORTED</p>
	The user may now make appropriate changes to the SAD and repeat the .xml export process to save those changes.	

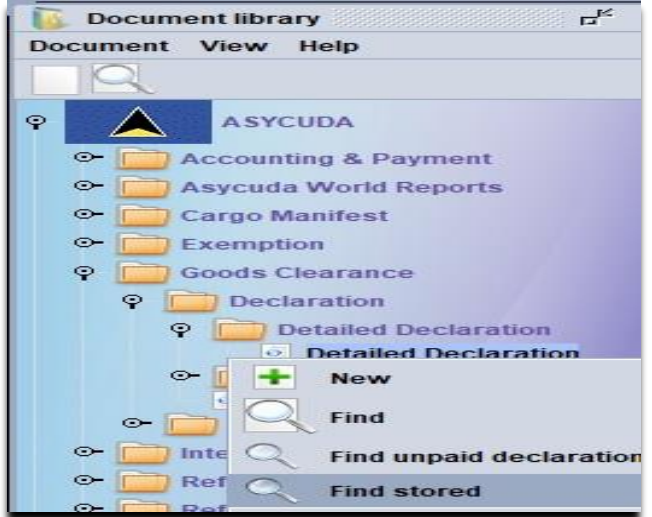
7. Saving a SAD on the ASYCUDA WORLD Server (STORE)

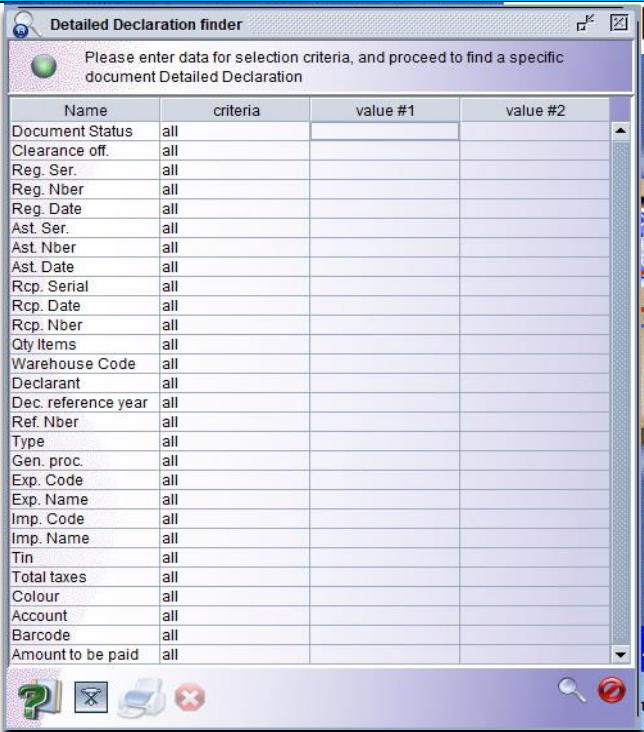
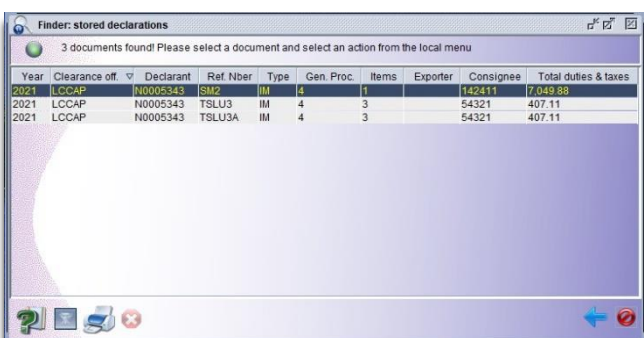
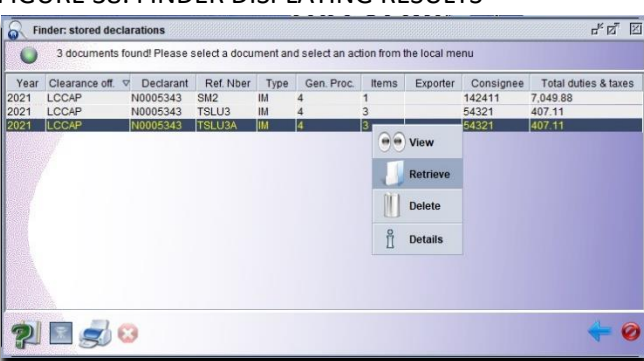
WHAT TO DO	PROCEDURE	ILLUSTRATION
16. Save the SAD on the server.	Select the "diskette" icon from within the SAD menu. This will permit the user to save the SAD to the server allowing for remote retrieval of the SAD.	 <p>FIGURE 34: SERVER STORE ICON IN THE SAD MENU</p>
	<p>PRO TIP: A SAD can only be server stored if <u>ALL</u> its mandatory fields have been completed. The user may insert tentative data into mandatory fields to permit the server store. A server stored SAD need not be accurate since it has not been registered and may be modified as many times as is necessary. Be sure to change the tentative information before assessment.</p>	

WHAT TO DO	PROCEDURE	ILLUSTRATION
16. Save the SAD on the server.	<p>The system will display a confirmation message indicating the successful completion of the "Store". See figure 35.</p> <p>Select the  icon to close the message.</p>	 <p>FIGURE 35: SERVER STORE COMPLETED</p>
	<p>PRO TIP: The system uses the "Year", "Clearance Office", "Declarant Code" and "Declarant Reference" to uniquely identify the stored SAD.</p>	



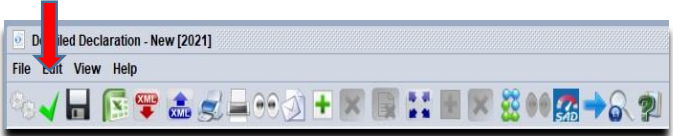
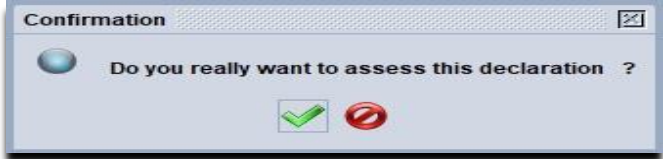

8. Retrieving a STORED SAD on the ASYCUDA WORLD Server

ASYCUDA WORLD uses a powerful tool call the **finder**. It is used to retrieve all e-documents including SADs. Follow the procedures listed below:

WHAT TO DO	PROCEDURE	ILLUSTRATION
17. Retrieve the SAD using the detailed declaration finder	<p>Navigate the document library and use the following path: ASYCUDA >>> Goods Clearance >>> Declaration >>> Detailed Declaration: Right-click the shortcut: Detailed Declaration to reveal the "Function Menu". Select the "Find Stored" option. The system will display the finder utility.</p> <p>PRO TIP: The finder can be used to locate SADs of various status.</p>	 <p>FIGURE 36: STORED SAD FINDER OPTION</p>

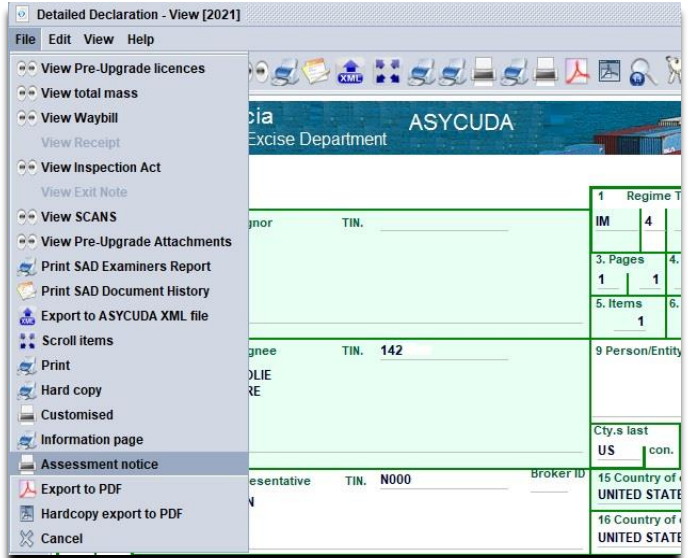
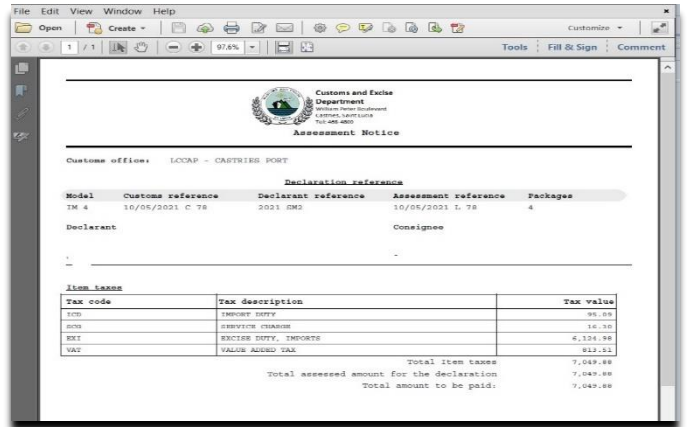
WHAT TO DO	PROCEDURE	ILLUSTRATION
17 a) Using the Detailed Declaration Finder.	<p>The utility offers the user multiple options to locate the SADs. It contains four columns: 1. Name 2. Criteria 3. Value #1 and 4. Value #2. To retrieve the "STORED" SAD, change the "Criteria" Option to "Equals" for the following fields: "Year", "Clearance Office Code" and "Declarant's Reference" and insert the required information into the adjacent "Value #1" field.</p>	 <p>FIGURE 37: DETAILED DECLARATION FINDER UTILITY</p>
17 b) Retrieve the STORED SAD	<p>On inserting valid data, the system will retrieve and display the results accordingly. See figure 38.</p> <p>Right-click the desired SAD record line to reveal the function menu. Select the "View" option to view the SAD. Close the SAD and select "Retrieve" to open it and make changes.</p>	 <p>FIGURE 38: FINDER DISPLAYING RESULTS</p>  <p>FIGURE 39: SAD FINDER FUNCTION MENU</p>


9. ASSESSING A SAD

WHAT TO DO	PROCEDURE	ILLUSTRATION
<p>18. Assess the retrieved SAD.</p>	<p>From the SAD menu select the  icon to assess the SAD. The system will run checks against the server and display any errors detected. Any errors displayed must be rectified before the SAD assessment is permitted.</p> <p>Click the assessment icon once more to assess the declaration. The system will display a confirmation message See figure 41.</p> <p>Selecting the  icon signifies that all information stated on the SAD is true and correct and confirms the submission of the assessment of the declaration.</p> <p>The message displayed after the SAD assessment will contain the SAD reference information. This will include the “Registration and Assessment” numbers assigned to the SAD by the system. The user will also receive a system email containing this information.</p>	<p></p> <p>FIGURE 40: ASSESSMENT OPTION IN THE SAD MENU</p> <p></p> <p>FIGURE 41: ASSESSMENT CONFIRMATION MESSAGE</p> <p></p> <p>FIGURE 42: ASSESSMENT COMPLETE MESSAGE</p>

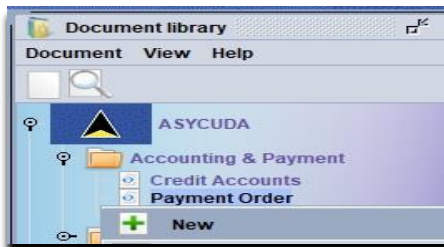
10. PAYING THE SAD



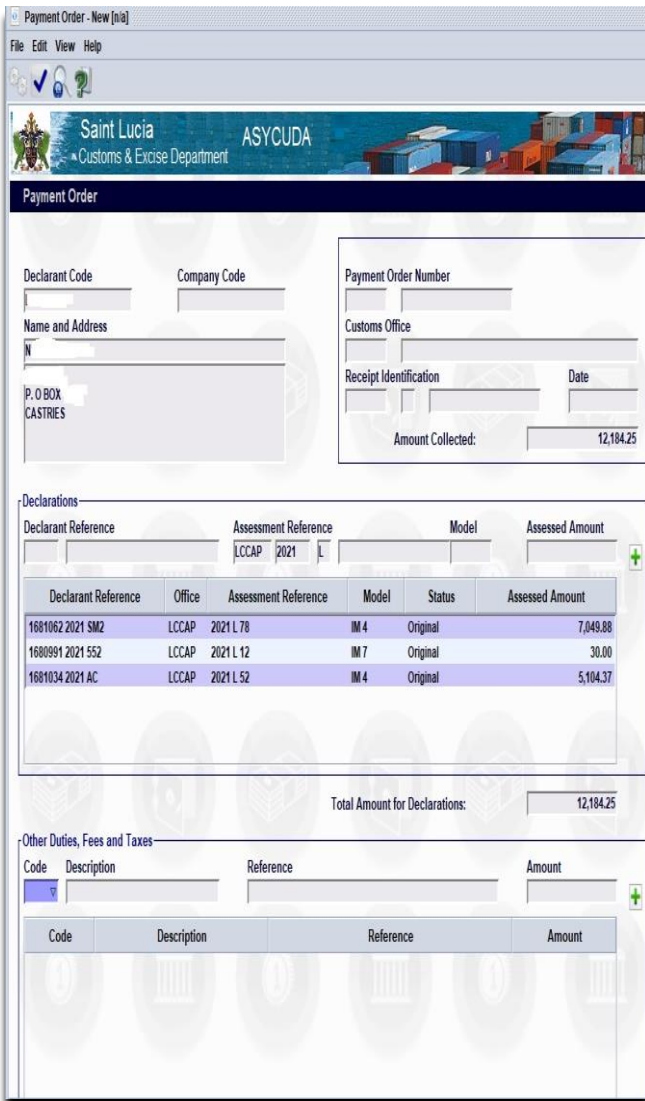
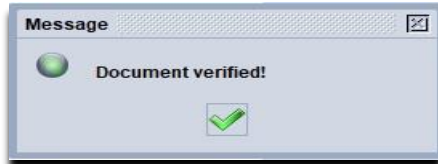
10.1 Payment Option One: Cashier Payment (Single SAD)



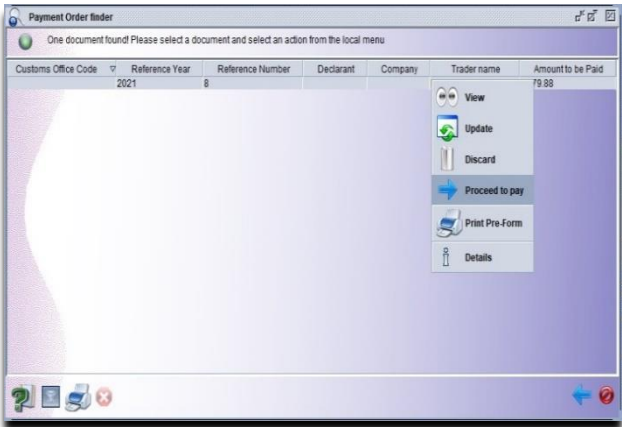
WHAT TO DO	PROCEDURE	ILLUSTRATION
19. Retrieve the SAD and view the Assessment Notice.	<p>Retrieve the assessed SAD using the detailed declaration finder and open it for printing.</p> <p>From the SAD menu, click the "File" option. The system will display an extended list of options as seen in figure 43.</p>	 <p>FIGURE 43: ASSESSMENT NOTICE PRINT OPTION</p>
20. Print the Assessment Notice for submission to the Customs Cashier.	<p>The system will display the Assessment Notice as a .pdf file for printing. Print and present it to the cashier together with the payment.</p>	 <p>FIGURE 44: ASSESSMENT NOTICE PDF.</p>


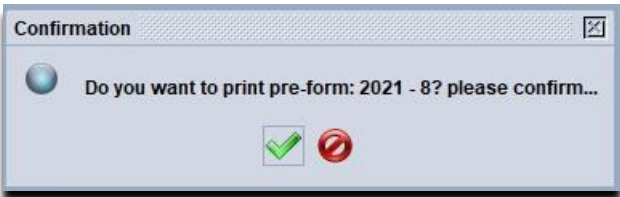
WHAT TO DO	PROCEDURE	ILLUSTRATION
21. Verify payment in the SAD account details.	After the cashier completes the SAD payment, the system will issue a receipt. The accounting details will automatically be updated with the receipt information. The "Mode of Payment", "Assessment Number", "Receipt Number" and "Receipt Date" will all be displayed in this area.	 <p>FIGURE 45: SAD ACCOUNTING DETAILS PAGE</p>
22. Print the receipt (Optional).	The receipt may also be printed by the broker from the File>>>View Receipt menu option.	

10.2 Payment Option Two: Cashier Payment of the Payment Order (multiple SADS)

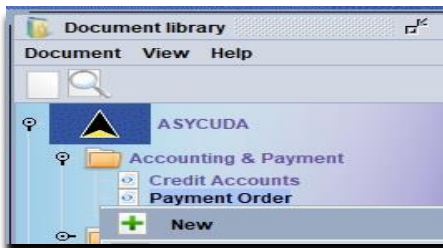

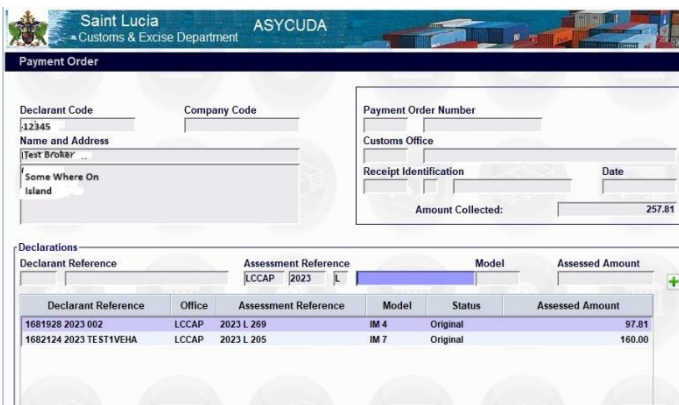
WHAT TO DO	PROCEDURE	ILLUSTRATION
23. Invoke a new blank Payment Order form.	Navigate the document library and use the following path: ASYCUDA >>> Accounting & Payment - Right-click the shortcut: Payment Order and choose the option "New"	 <p>FIGURE 46: PAYMENT ORDER SHORTCUT</p>
23 b). Complete the Payment Order Form.	<ol style="list-style-type: none"> 1. Insert the company code if all the SADS for payment bear the consignee code of a single company. Otherwise, use the declarant code. N.B. If the declarant code option is chosen, the payment receipt will be issued to the declarant. 2. Insert the SAD Clearance Office. 3. Insert the SAD Assessment year. 4. Insert the Assessment letter (L). 	


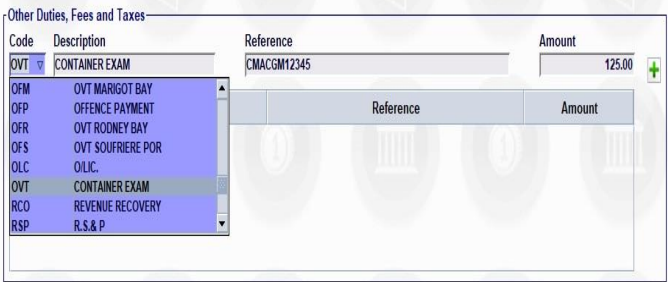

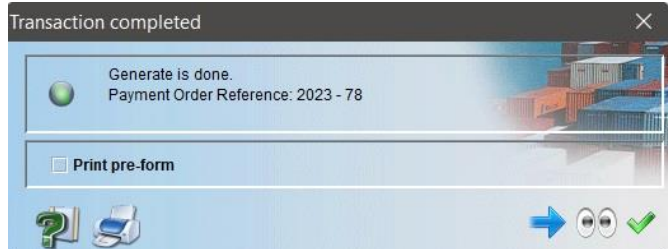
WHAT TO DO	PROCEDURE	ILLUSTRATION
23 b) Complete the payment order form (continued).	<p>5. Insert the SAD assessment number. N.B. If all the information listed in steps 1-4 is valid, the system will automatically populate the assessed amount field.</p> <p>6. Click the  icon to add the SAD assessment information to the declarations list. See figure 47.</p> <p>Repeat steps 1 – 6 until all SADS for payment have been add to the list. The form allows the inclusion of other payments such as fees, etc. If necessary, select the appropriate one from the drop down list then click the  icon.</p>	 <p>FIGURE 47: PAYMENT ORDRER FORM</p>
23 c) Verify the payment order form.	<p>Click the verify icon in the document menu. If no errors are detected, the system will display the message illustrated in figure 48.</p>	 <p>FIGURE 48: DOCUMENT VERIFIED MESSAGE</p>

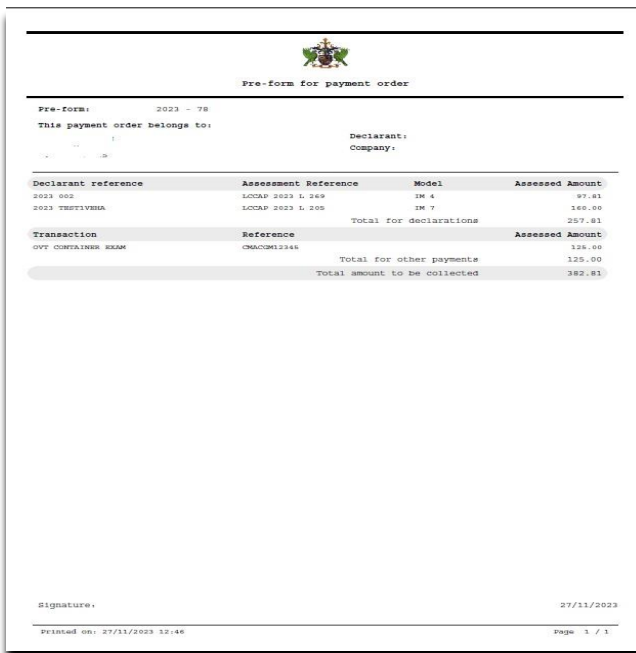
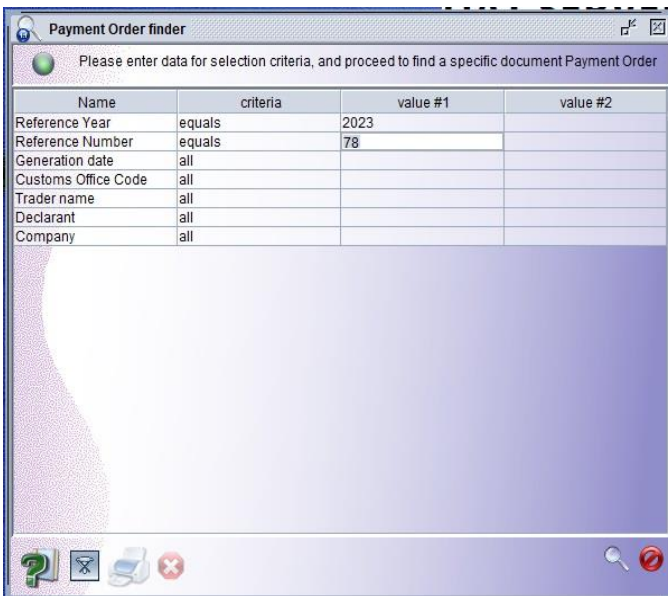
WHAT TO DO	PROCEDURE	ILLUSTRATION
23 d) Generate the payment order reference	Click the  icon in the document menu. If no errors are detected, the system will display the message illustrated in figure 49. The message will display the payment order "Reference" which is the "Year" and "Number". Make note of this reference.	 <p>FIGURE 49: PAYMENT ORDER REFERENCE SUCCESSFULLY GENERATED</p>
23 e) Retrieve the payment order for authorisation.	<p>Navigate the document library using the following path: ASYCUDA >>> Accounting & Payment – Right-click the shortcut: Payment Order and select the option "Finder: Unpaid Payment Orders". The system will display the "Payment Order Finder utility". Insert the "Reference Year" and "Reference Number" of an unpaid "Payment Order". See figure 50. Right-click the result to reveal the function menu. The function menu will contain the options:</p> <ol style="list-style-type: none"> View: Allows the user to view the payment order form. Update: Allows the user to make changes to an unpaid payment order form. Discard: Permits the user to cancel and discard the unpaid payment order form. 	 <p>FIGURE 50: PAYMENT ORDER FINDER SHOWING ONE RECORD</p>

WHAT TO DO	PROCEDURE	ILLUSTRATION
23 e) Retrieve the payment order for authorisation (continued).	<p>d) Proceed to Pay/Undo Proceed to pay: Authorises the cashier to pay the payment order form. The latter option reverses the process.</p> <p>e) Print Pre- Form – It is the document printed containing the unpaid payment order reference information and given to the cashier alongside the payment.</p>	
23 f) Authorise the payment order for payment.	Select the Option "Proceed to Pay" from the finder. The system will display a message indicating the completion of the procedure. See figure 51.	 <p>FIGURE 51: PROCEED TO PAY PROCEDURE COMPLETED MESSAGE</p>
23 g) Print the Pre-Form	Select the "Print Pre-Form" option from the finder. The system will display a confirmation message requesting the user's input. Select the "green tick" to accept. See figure 52.	 <p>FIGURE 52: PRINT PRE-FORM CONFIRMATION MESSAGE</p>

10.3 Payment Option Three: Prepayment Account with the Payment Order (multiple SADS)

WHAT TO DO	PROCEDURE	ILLUSTRATION
24. Invoke a new blank Payment Order form.	Navigate the document library and use the following path: ASYCUDA >>> Accounting & Payment - Right-click the shortcut: Payment Order and choose the option "New"	 <p>FIGURE 46: PAYMENT ORDER SHORTCUT</p>
24 a). Complete the Payment Order Form.	<ol style="list-style-type: none"> 1. Insert the company code if all the SADS for payment bear the consignee code of a single company. Otherwise, use the declarant code. N.B. If the declarant code option is chosen, the payment receipt will be issued to the declarant. 2. Insert the SAD Clearance Office. 3. Insert the SAD Assessment year. 4. Insert the Assessment letter (L). 	
24 b). Add SADS for payment	<ol style="list-style-type: none"> 5. Insert the SAD assessment number then press the Enter key on your keyboard. N.B. If all the information listed in steps 1- 4 is valid, the system will automatically populate the assessed amount field. 6. Click the  icon to add the SAD assessment information to the declarations list. See figure 47. <p>Repeat steps 1 – 6 until all SADS for payment have been added to the list.</p>	 <p>FIGURE 47. PAYMENT ORDER SAD SEGMENT</p>

WHAT TO DO	PROCEDURE	ILLUSTRATION
24 c). Insert other payments (optional).	The payment order form allows the inclusion of multiple other payments such as fees, etc. If necessary, select the appropriate one from the drop-down list then click the  icon.	 <p>FIGURE 48. OTHER PAYMENTS SEGMENT</p>
24 d). Insert your Pre-Payment Account Information	<p>The payment order form allows the declarant/agent to insert their Pre-Payment Account information to facilitate automatic payment.</p> <ol style="list-style-type: none"> 1. Tick the check box labelled Reference 2. Insert Your Pre-Payment Account Number and your secret PIN into the adjacent field. <p>The system will display the total amount to be debited against the account. Ensure that sufficient funds are available to cover the amount shown.</p>	 <p>FIGURE 49. PRE-PAYMENT ACCOUNT INFORMATION SEGMENT</p>
24 e). Generate the payment order reference	<ol style="list-style-type: none"> 3. Click the verify option within the Payment Order Document Menu. Once completed, click the blue tick to generate the Payment Order reference. 	 <p>FIGURE 50. PAYMENT ORDER REFERENCE GENERATED</p>

WHAT TO DO	PROCEDURE	ILLUSTRATION
24 d). Print the Pre-Form (Optional)	<p>4. From within the dialogue message seen in Figure 50, select the option: "Print pre-form". The system will bring the pre-form into view. At this time, it may be saved or printed for future reference.</p> <p>The Pre-Form will contain the relevant reference information required for the next steps.</p>	 <p>FIGURE 51. PAYMENT ORDER'S PRE-FORM</p>
24 e). Retrieve the Payment Order for payment.	<p>From the ASYCUDA document library, navigate to the following options: Accounting & Payment – Payment Order. Right-Click the option "Payment Order" to access the finder.</p> <ol style="list-style-type: none"> 1. Change the criteria option to "equals" for the field labelled "Reference Year" then insert the appropriate value into the adjacent field. 2. Change the criteria option to equals for the field labelled "Reference Number" then insert the value 	 <p>FIGURE 52. PAYMENT ORDER FINDER</p>

- into the adjacent field.
3. Click the search icon at the bottom of the window to retrieve the Payment Order.

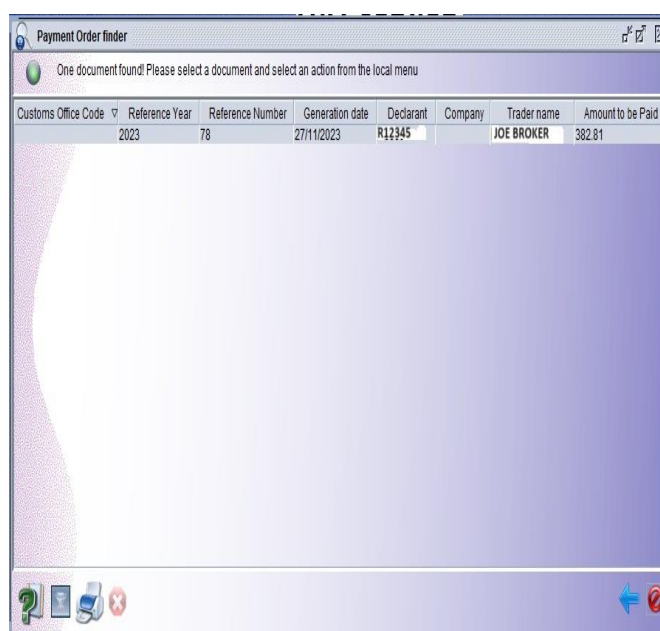


FIGURE 53. FINDER DISPLAYING ONE RESULT

4. Right-click the finder's result to reveal the function menu. They will be as follows:
- A) View – Permits the user to the option to view the payment order
 - B) Update – Allow the user the option to modify the payment order.
 - C) Discard – The payment order can be discarded (it cannot be retrieved for payment after this is done)

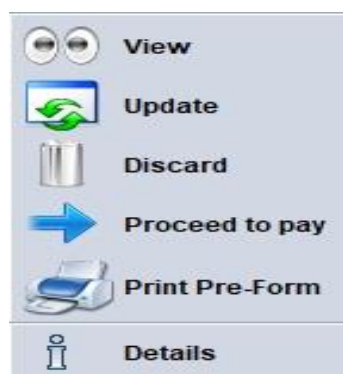
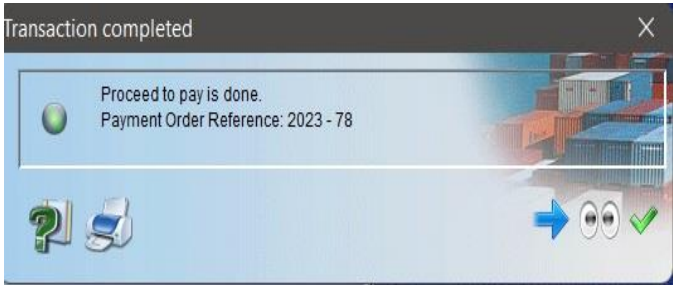



FIGURE 54. FUNCTION MENU

	<p>D) Proceed to pay – Used to invoke the payment process of the Payment Order.</p> <p>E) Print Pre-Form – Grant's access to the Pre-Form for printing etc.</p> <p>F) Details – Allows the user access to the e-doc version history</p>	
<p>24 f). Get the Payment Order ready for payment.</p>	<p>5. Select the option "Proceed to Pay" The system will display the message illustrated in Figure 55 indicating that the Payment Order is ready for payment.</p>	 <p>FIGURE 55. PAYMENT ORDER READY FOR PAYMENT</p>
	<p>6. Right-click the Payment Order in the finder and select the "Process prepayment" option</p>	 <p>FIGURE 56. PROCESS PREPAYMENT OPTION</p>

7. The system will retrieve the Payment Order allowing the user to finalise the payment transaction.
8. Select the goods clearance office code from the available list.
9. Click the Blue Tick in the menu to finalise the payment.

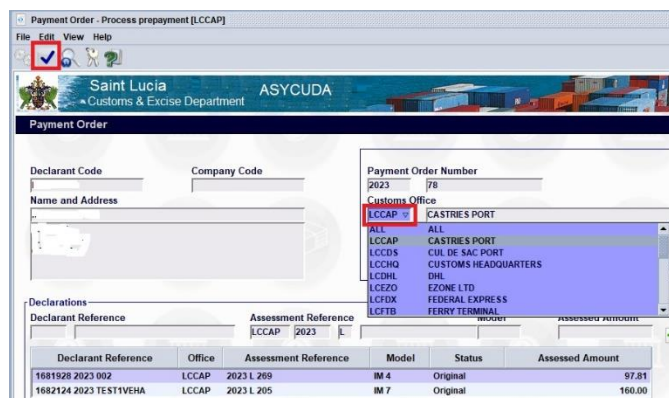


FIGURE 57. SELECT THE CLEARANCE OFFICE & PAY

10. The system will present the screen seen in Figure 58. Click the green tick to close this screen.

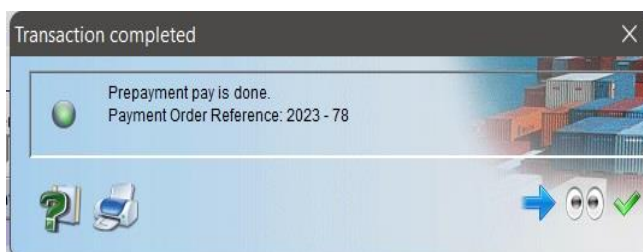
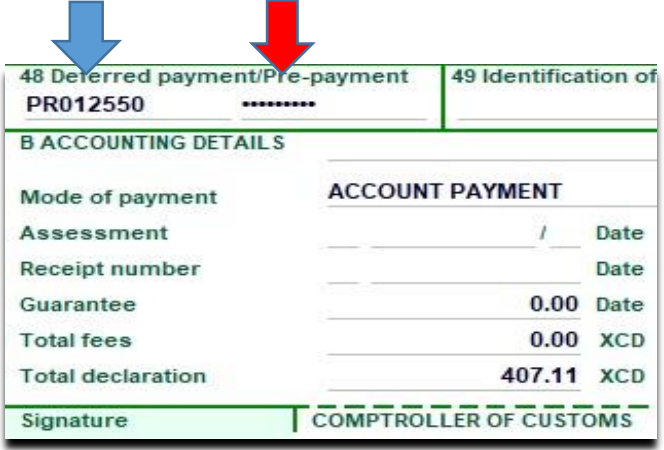
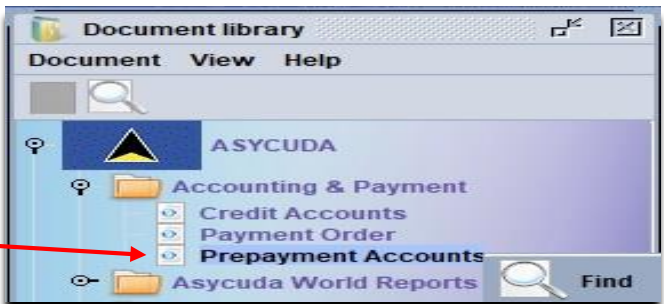
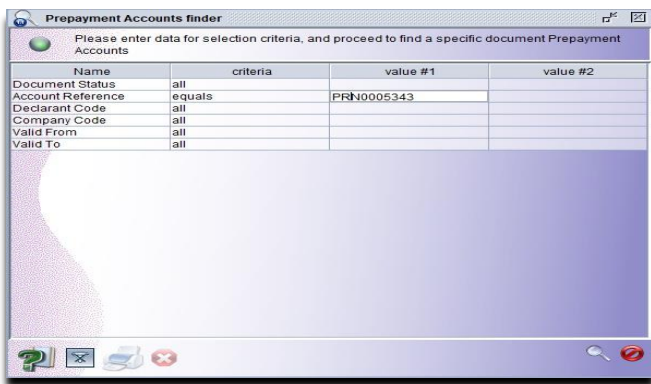
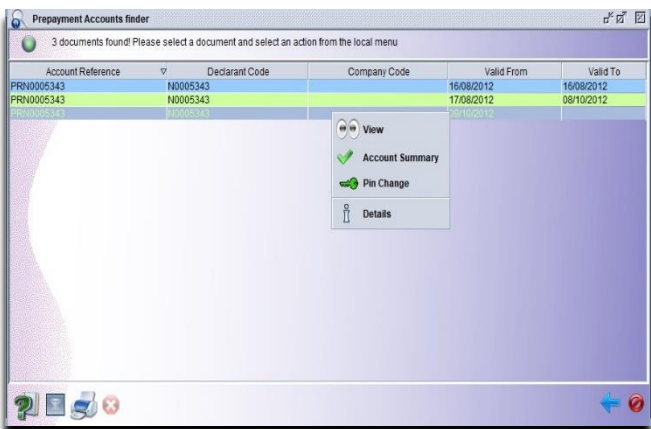




FIGURE 58. SUCCESSFUL PAYMENT SCREEN


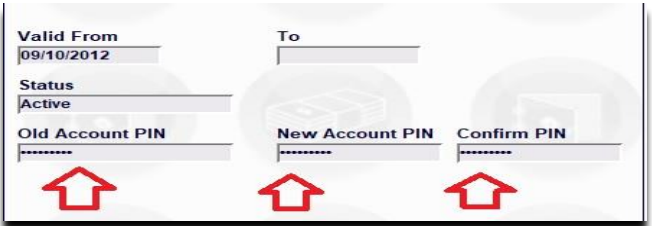
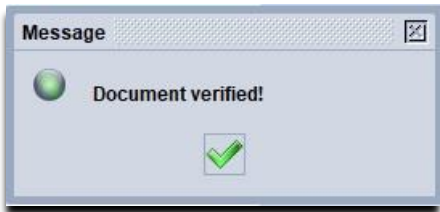


10.4 Payment Option Four: Pre-Payment Account Payment (Automatic SAD payment)

WHAT TO DO	PROCEDURE	ILLUSTRATION
25 a. Using the prepayment account reference and PIN on a SAD.	Navigate the SAD to box 48 labelled Deferred payment / Pre-payment. Insert into the field the account reference issued to the 'Declarant' or 'Consignee' by Customs. Key in the secret PIN into the adjacent field. See the illustration shown in figure 59.	 <p>FIGURE 59: PREPAYMENT ACCOUNT REFERENCE & SECRET PIN FIELDS.</p>
25 b. Invoke automatic payment of the declaration.	At declaration verification and assessment, the system will run consistency checks against the account reference and the declarant or importer codes. A check will also be conducted against the payment amount and the prepayment account balance. The amount listed in the assessment page of the SAD must be equal to or less than the prepayment account balance. If no errors are detected, the assessed amount will be automatically deducted from the account at SAD assessment.	
25c. Viewing the prepayment account balance.	Access the accounting module. Navigate the document library and follow the path: ASYCUDA >>> Accounting and Payment: Right-click the option "Prepayment Account" and select the option "Find". See Figure 60.	 <p>FIGURE 60: PRE-PAYMENT ACCOUNT FINDER</p>

WHAT TO DO		ILLUSTRATION
25 d) Insert the prepayment account details into the finder	<p>The system will display the account finder as illustrated in Figure 61. Change the criteria to "equals" for the field labelled "Declarant Code" and Input the account reference into the adjacent field. Click the "Search" option at the bottom of the window to retrieve the account record.</p>	 <p>FIGURE 61: PREPAYMENT ACCOUNT FINDER</p>
25 e) Retrieve the prepayment account.	<p>The system will display records according to the search criteria entered by the user. N.B. It will only display accounts which are owned by the declarant. Right-clicking a valid record will reveal the following options:</p> <ul style="list-style-type: none"> a) View – The system will display the account form in the read-only mode. b) Account Summary – The system will open the account form and allow the user to view the transactions associated with the account. c) PIN Change – Permits the user to change the secret PIN associated with the account. d) Details – Permits the user to view a log of all operations associated with the account. 	 <p>FIGURE 62: ACCOUNT FINDER FUNCTION OPTIONS</p>

WHAT TO DO	PROCEDURE	ILLUSTRATION
<p>25 f) Run the account summary.</p>	<p>Choose the option: "Account Summary". The system will display the "Advanced Deposit Account Management Form".</p> <p>Within the form's "Date Interval" section, insert the "start and end dates" into the "From" and "To" fields respectively. Click the search option to retrieve the desired records. See the illustration in figure 63.</p> <p>The system will display all SAD payments and refund transactions according to the date range selected. This includes the reference information for all SAD assessments and post-entry modifications and their associated amounts. Deposits made to the account and the account balance is also available for viewing from this page.</p>	 <p>FIGURE 63: PREPAYMENT ACCOUNT SUMMARY PAGE</p>
<p>25 g) Print the summary (optional)</p>	<p>The user may also print the report by selecting the print icon in the document menu.</p>	 <p>FIGURE 64: SUMMARY PRINT OPTION</p>

10.5) Changing the Secret PIN (Personal Identification Number)

WHAT TO DO	PROCEDURE	ILLUSTRATION
26 a) Changing the secret PIN.	From the account finder, right-click the account record line. Select the option "PIN Change" from the function menu. See figure 65.	 <p>FIGURE 65: CHANGE PIN OPTION IN THE FINDER</p>
26 b) Input the old and new PIN information.	The system will display the account form. Key in the old account PIN first, then key in the new PIN into the "New Account PIN" and "Confirm PIN" fields respectively.	 <p>FIGURE 66: PIN CHANGE OPTIONS</p>
26 c) Validate the PIN change.	<p>Verify the consistency of the information entered into the form by clicking the "verify" icon. If no errors are detected, the system will display the "document verified" message.</p> <p>Select the "Key" Icon in the account's page menu to validate the PIN change.</p> <p>If no errors are detected, the system will display a "Validate is done" message. Click the green tick to close the message and continue. N.B. The new secret PIN will take effect immediately after the change.</p>	 <p>FIGURE 67: CONSISTENCY CHECKS MESSAGE</p>  <p>FIGURE 68: PIN CHANGE VALIDATE KEY</p>  <p>FIGURE 69: VALIDATE PIN CHANGE DONE</p>

11. Risk Management

After payment, the system will automatically execute the risk management process for selectivity. This is based on the risk criteria established by the Customs Risk Management Unit. It will assign the SAD to one of four lanes as follows:

Red Lane

This means that the declaration requires a verification of all or some of the details provided on the SAD, the ancillary documents related to the imported/exported goods and a physical examination of the said goods.

Yellow Lane

This means that the declaration requires a verification of all or some of the details provided on the SAD and all ancillary documents related to the imported/exported goods.

Blue Lane

This means that the declaration has been assigned an automatic “**Customs Release**” and that the Post Clearance Audit Unit will carry out a post clearance verification of the details provided on the SAD, the ancillary documents and goods.

Green Lane

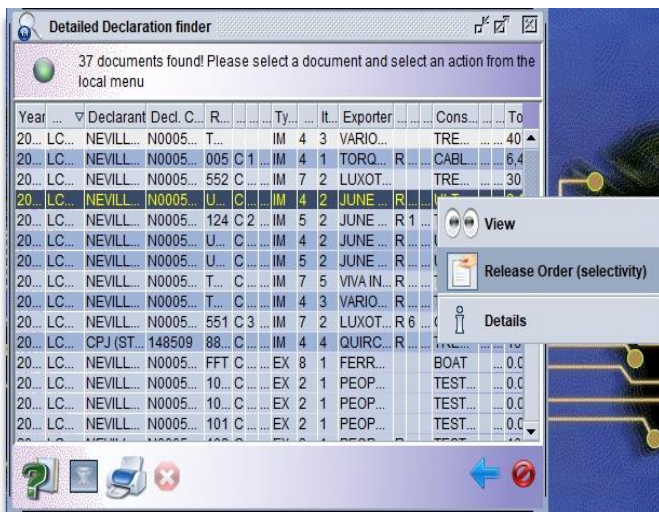


This means that the declaration has been automatically authorized to be released. If the declaration relates to an import, the consignment can be collected from the cargo custodian. If it is an export, then the goods are ready to be shipped.


The system will issue a message indicating the lane to which the goods have been assigned. All declarations with **RED** or **YELLOW** lanes will be assigned to a Customs Officer for examination and/or documentary check.

Note: Customs reserves the right to examine goods assigned to the **Green lane**.

12. Customs Release Order

12.1 Printing the Customs Release Order (Blue or Green Lane) Declarations.

WHAT TO DO	PROCEDURE	ILLUSTRATION
27. Print the Customs Release Order	Retrieve the SAD using the detailed declaration finder. Right-click the SAD and select the option "Release Order (Selectivity)"	 <p>FIGURE 70: RELEASE ORDER OPTION</p>
	<p>The system will display the message seen in figure 70. The message will include the following information:</p> <ol style="list-style-type: none"> Clearance Office Declaration Type Declarant Reference Customs Reference Assessment Reference Total Number of lines Total Number of Packages Release Order Issue Date and Time. <p>Confirm the details above and if correct, click the  icon to proceed.</p>	 <p>FIGURE 71: RELEASE ORDER DETAILS MESSAGE</p>

WHAT TO DO	PROCEDURE	ILLUSTRATION
27. Print the Customs Release Order (continued)	<p>The system will run consistency checks against the waybill used to prepare the SAD. In some cases where configured, it will confirm the status of the “Agent Release”. Where it applies, the “Shipping Agent” must issue the “Agent Release” before the “Customs Release Order” can be printed. If the “Agent Release” was not issued, the system will display the message seen in Figure 72. When this occurs the “Shipping Agent” must be contacted to issue the “Agent Release”. Once it is issued, the system will display the Release Order for printing. See Figure 73.</p>	 <p>FIGURE 72: RELEASE ORDER NOT PERMITTED</p>



Customs and Excise
Department
William Peter Boulevard
Castries, Saint Lucia
Tel: 468-4800

CUSTOMS RELEASE ORDER

A - PART I: GENERAL INFORMATION

Printed on 25/05/2021 at 10:23

01 - CUSTOMS	LCCAP	CASTRIES PORT	02 - MANIFEST REG. NUMBER	2020 358
03 - VOYAGE	0AG2SN1MA		04 - DEPARTURE	11-Mar-2020
05 - WAYBILL NUMBER	MDZ0127967		06 - ARRIVAL DATE:	11-Mar-2020
07 - CONSIGNEE NAME	CMA CGM SAINT LUCIA LTD		08 - CONSIGNEE ADDRESS	CUL DE SAC P.O. BOX BJ 46 CASTRIES
09 - CARRIER AGENT NAME:	CMA CGM SAINT LUCIA LTD		11 - CUSTOMS REFERENCE #	C 10064 11-MAR-2020
10 - VESSEL:	CONSHIP ZOE		13 - DECLARANT CODE	148509
12 - TIME ISSUED	10:23:55			

B - PART II: INFORMATION ABOUT THE LOCATION

14 - LOCATION CODE	15 - NAME OF TRANSIT SHED
CACP	CASTRIES CONTAINER PARK

C - CARGO DESCRIPTION

16 - PACKAGE TYPE	17 - NUMBER OF PACKAGES	18 - GROSS WEIGHT IN KILOS	19 - VOLUME
CASE	101		
20 - DESCRIPTION			
WINES			

D - CONTAINER (C) AND VEHICLE (V)

21 - CONT. ID/VEHICLE VIN	22 - CONT. TYPE/VEHICLE BRAND	23 - CONT. SEAL/VEHICLE MODEL
C: APZU3246131	20GP	

E - INSTRUCTION

The cargo examination has been completed and the cargo has been RELEASED by CED.

Printed By:
No. 123456

Comptroller of Customs



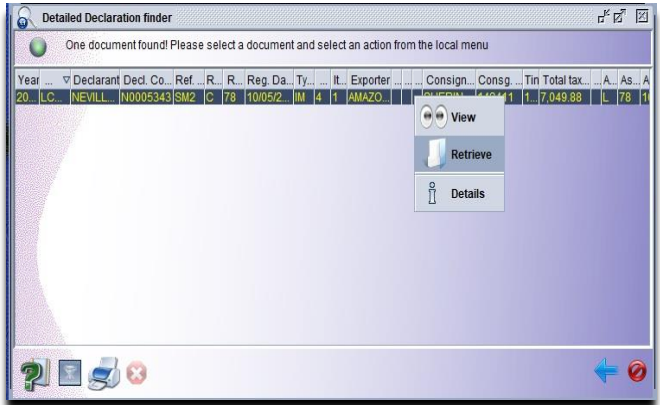

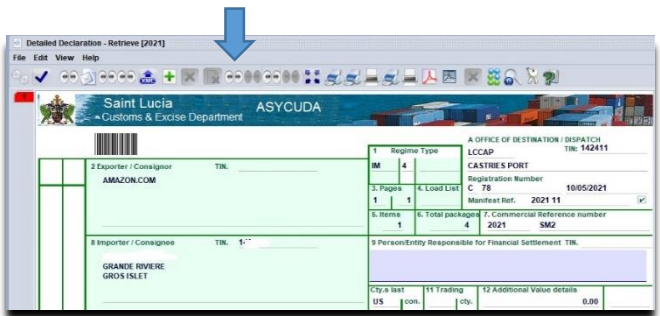
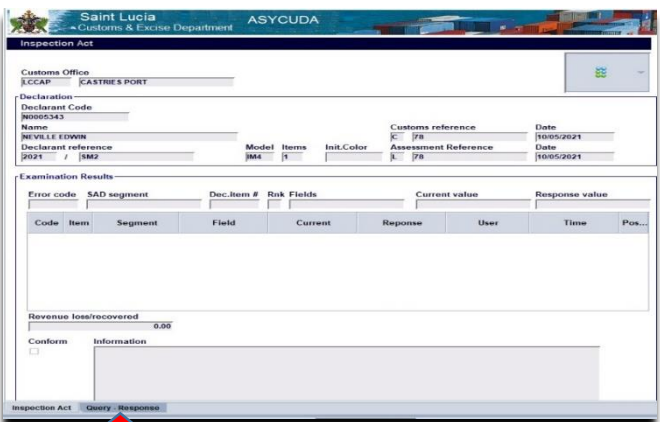
FIGURE 73: CUSTOMS RELEASE ORDER




12.2 Customs Examination (Red or Yellow Lane) Declarations.


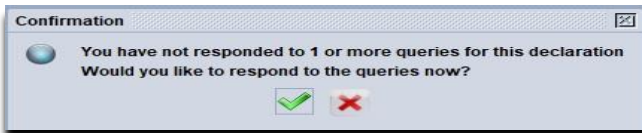


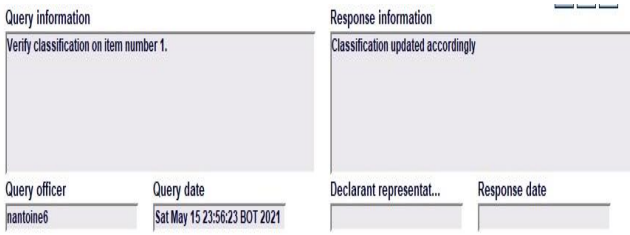


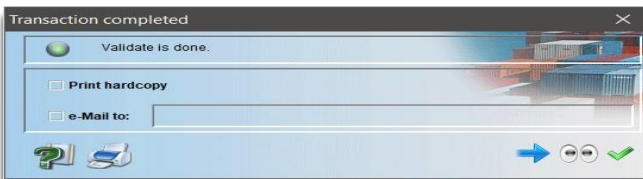
Proceed to the station where the goods are located. An officer will advise whether to wait or return for examination based on the work load. Only Red and Yellow lane declarations should be lodged.




Upon examination of the goods or documentary check, the officer shall issue a release order which must be presented to the Cargo Custodian for delivery. Figure 73 shows the Customs Release Order.

13. Modifying a Queried SAD

WHAT TO DO	PROCEDURE	ILLUSTRATION
28 a) Retrieve a queried SAD.	Retrieve the SAD using the detailed declaration finder. Right-click the record and select the option "Retrieve". See Figure 74. Pro Tip: The system would also email the SAD to the declarant, once Customs has placed it in the "Query Lane". The SAD can also be retrieved from the email for modification.	 <p>FIGURE 74: QUERIED SAD RETRIEVE OPTION</p>
28 b) View the officer's query in the Inspection Act.	The system will display the SAD for modification. Click the  icon under the blue arrow illustrated in Figure 75, from the SAD menu to view the Customs Officer's query in the "Inspection Act".	 <p>FIGURE 75: VIEW INSPECTION ACT OPTION</p>
28 c) Open the "Query Response" tab to view the query or instructions left by the officer.	The system will display the "Inspection Act". Select the "Query Response" tab located at the bottom of the "Inspection Act" form.	 <p>FIGURE 76: QUERY RESPONSE TAB IN THE INSPECTION ACT</p>

WHAT TO DO	PROCEDURE	ILLUSTRATION
28 d) View the query or instructions left by the officer.	<p>The system will display the "Query Response" page. A listing featuring the queries or instructions left by the officer will be seen. This information is displayed by "query details", the "querying officer's name", and the "query time".</p> <p>Confirm the instructions listed then close the "Inspection Act" to return to the SAD to effect all modifications.</p>	 <p>FIGURE 77: QUERY OR INSTRUCTIONS LIST.</p>
28 e) Modify the SAD accordingly.	<p>After making the appropriate modifications to the SAD, run the verification option to conduct consistency checks. If satisfactory the system will display the following message: See Figure 78.</p>	 <p>FIGURE 78: DOCUMENT VERIFIED</p>
27 f) Submit the query response after the SAD modification.	<p>Select the "Query Response" option in the SAD menu, indicated by the red arrow as seen in figure 79.</p>	 <p>FIGURE 79: QUERY RESPONSE SUBMIT OPTION</p>

WHAT TO DO	PROCEDURE	ILLUSTRATION
28 g) Respond to the officer's query in the Inspection Act.	<p>The system will display a confirmation message.</p> <p>Selecting the  icon will close the message and invoke the Inspection Act for completion.</p>	 <p>FIGURE 80: QUERY RESPONSE CONFIRMATION MESSAGE</p>
28 h) Complete the query response page.	<p>Select the "Query Response" tab and do the following:</p> <ol style="list-style-type: none"> 1. Select the "Customs Officer's" "Query line" as illustrated in Figure 81. N.B. The Response field is empty. Insert the appropriate response text into the "Response Information" field. 2. Once completed, select the "edit/update" option as illustrated in Figure 83. The system will update the "query response line" See Figure 84. 3. Select the "submit" option in the document menu. The system will display the message illustrated in Figure 85. Select the  icon and close the inspection act to return to the SAD. 	 <p>FIGURE 81: QUERY AND QUERY RESPONSE LINE</p>  <p>FIGURE 82: DECLARANT'S RESPONSE TO THE QUERY</p>  <p>FIGURE 83: EDIT OR UPDATE OPTIONS</p>  <p>FIGURE 84: DECLARANT'S RESPONSE TEXT UPDATED</p>  <p>FIGURE 85: QUERY RESPONSE SUCCESSFULLY SUBMITTED</p>

WHAT TO DO	PROCEDURE	ILLUSTRATION
28 I) Submit the modified query SAD after changes.	Select the "query response" option from the SAD menu. The system will display the message seen in Figure 86 indicating the completion of the query response process. An email will also be sent to the querying officer indicating the response.	 <p>FIGURE 86: QUERY RESPONSE OPTION IN THE SAD MENU</p>  <p>FIGURE 87: VALIDATE QUERY CONFIRMATION MESSAGE</p>  <p>FIGURE 88: QUERY RESPONSE PROCESS COMPLETE</p>