

# ASYCUDA WORLD T1 USER MANUAL

CARRIER AGENT & CONSOLIDATOR VERSION



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## 1. Definitions

- i. The **T1** is a transit document for the movement of goods entered at one port and moved to another port or transit shed for clearance for home use or export. Cargo Consolidators or NVOCCs receiving consignments/ shipments that is intended for delivery at another port or transit shed other than where it was entered must ensure that proper documentation is prepared to allow for the easy transfer of this cargo.
- ii. **Master Waybill – Type: MAB/711 (nature 23 or 24):** Is the waybill for cargo arriving at a port of entry (Border Office). The goods may be for clearance at the same office of arrival or moved to another border office.
  - No entries (SADs) are required for master waybills.
  - The master waybill must be degrouped by the receiving cargo agent.
  - A T1 is required for the movement of the goods.
- iii. **House Waybill – Type: AWB/710 (nature 22, 23, 24 & 28):** Is the type of waybill issued to the consignee by the carrier agent. It may be for export, domestic use, transit or transshipment.
  - Entries are required for clearance.
  - T1 is required for transit and transshipment procedures.
- iv. **Transit Manifest** – This manifest is prepared and registered by the carrier agent in the office of arrival which is the **Border Office**. The goods are then transferred to the intended **Clearance Office** via the **T1**.

- v. The **CARGO TRANSFER AUTHORISATION** is the document generated by Customs which permits the release of the goods from the transit shed.
  
- vi. The **PRINCIPAL** is the Carrier Agent, Consolidator or NVOCC responsible for the goods being moved from one location to another. Please consult the Cargo Manifest Manual for guidance in preparing and registering the cargo manifest.
  
- vii. The **GUARANTEE** is the liability secured against the Principal's Transit Bond.

## 2. Table of symbols:

SYMBOL	DESCRIPTION
	<b>“Verify the document”</b> : To check all document fields for coherence and syntax.
	<b>“Finder”</b> : Search for documents in ASYCUDA World database.
	<b>“Help”</b> : Provides the user with an online help.
	<b>“Register”</b> : Register a T1
	<b>“Add Item”</b> : Add new line whilst preparing the T1
	<b>“Delete Item”</b> : deletes a line from the T1
	<b>“Export”</b> : Export T1 to an .xml file
	<b>“Import”</b> : Import a .xml file to a new T1 document
	<b>“Print”</b> : Print a document or report as PDF. All document are printed to PDF and the user may send it to a printer of choice.

### 3. T1 Fields Guide

ASYCUDA World T1 Fields Guide		
	ACTION	USE
Office code	Mandatory	The code of the Customs Office of departure.
Number of packages	Mandatory	The total number of packages being moved.
User Reference	Mandatory	The number given by the declarant to uniquely identify the T1 for his/her internal records.
Dispatched by	Mandatory	The code issued to the Carrier Agent or Consolidator who is moving the cargo the port of destination to the of arrival
Dispatched to	Mandatory	The code issued to the Carrier Agent or Consolidator who is responsible for receiving the goods.
Declarant	Mandatory	The code issued to the Carrier Agent, Consolidator or NVOCC who is responsible for moving the goods
Identity and nationality of active means of transport at departure	Optional	The name of the vessel on which the goods arrived.
Container Flag	Mandatory for Containerised Cargo	This option should be selected for containerised cargo being transferred. The container numbers must be inserted into the container fields on box 31. The system will compare the container numbers with those on the Master Bill of lading. If valid, the container numbers will appear on the T1 Cargo Transfer Authorisation document which will be used for Customs release.
Identity and nationality of active means of transport crossing the border	Mandatory	The type of vehicle on which the goods will be transiting.
Mode of Transport at the border	Mandatory	The code representing the type of transportation used to move the goods.

Place of loading/ unloading	Mandatory	The code of the port of arrival of the goods
Country of export	Mandatory	Enter X1 in this field
Marks and numbers	Mandatory	The marks and number seen on the goods packaging.
Number	Mandatory	The number of pieces being moved.
Kind	Mandatory	The package type code.
Commodity Code	Mandatory	The HS Code of the goods being moved. Use 99990100000.
Gross Mass	System	The gross mass of the goods being moved.
Net Mass	System	The net mass of the goods being moved.
Description of goods	Mandatory	The description of the goods being moved.
Summary declaration / Previous Document	Mandatory	This is the reference information of the Transit Document ( <b>MAB OR 711</b> ), <b>N.B. This information is mandatory for consolidated shipments being moved. Format is 2021 11 A123456. N.B. Cargo being returned to the Original Office of Departure, insert the Current Office Code in the Departure Office Field. Insert the Office Code (where goods are being returned) before the Manifest Year, Registration Number and Waybill Number. E.g. LCCAP 2021 458 TSCW123456. Transit Manifest users, insert the Year and Flight or Voyage Number. e.g. 2021 M6841</b>
Principal	Mandatory	The code of the Carrier Agent or Consolidator moving the goods.

Guarantee Amount	Mandatory	The maximum overdraft amount secured on the principal's transit bond. The amount inserted must be equal to the maximum liability amount of the Principal's transit bond.
Place and date	Mandatory	Name of the location and date from where the goods are being dispatched.
Destination Shed Code	Mandatory	The code of the transit shed to which the goods are being moved.
Office of destination	Mandatory	The office code of the destination location to which the goods are being moved.

## 4. Creating the T1

Navigate the ASYCUDA document library to the following path:

**ASYCUDA >>> Transit >>> National >>> T1**

Right click the shortcut “T1” and select New.

The system will display a blank T1 for completion. See figure 2.

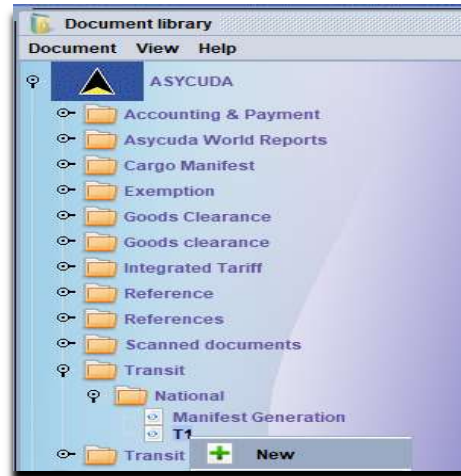



Figure 1: New T1 Option

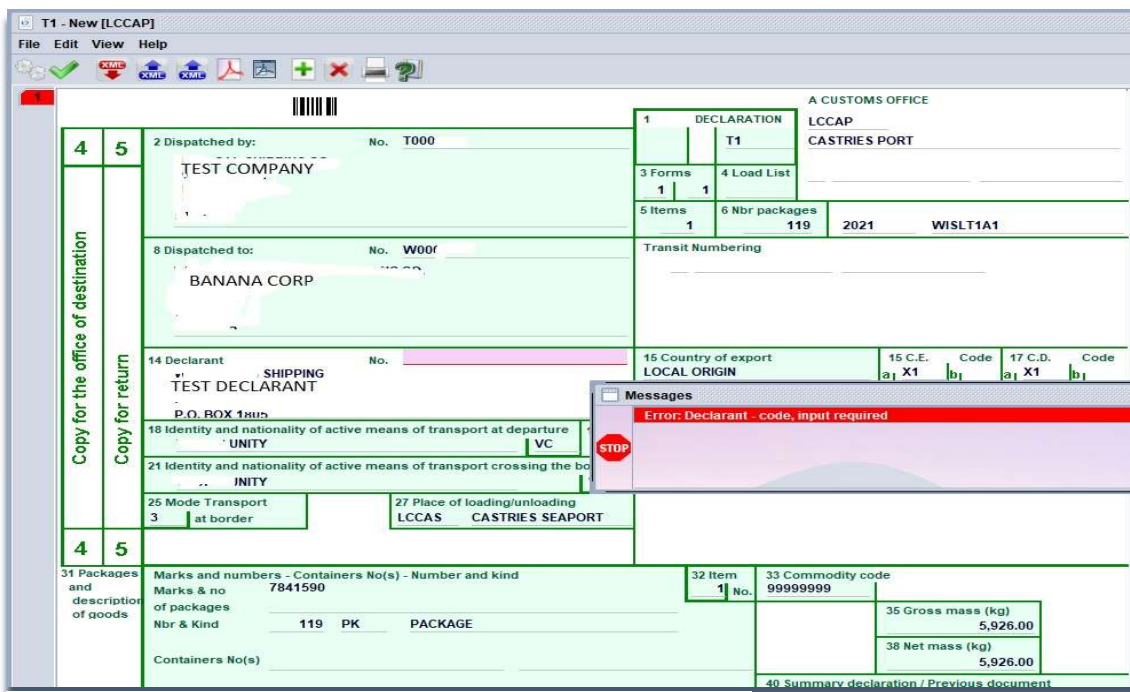
Figure 2: Blank T1 E-Document

Complete the T1 fields accordingly. Use the T1 fields guide featured on pages 4 & 5 for reference. N.B. For consolidated shipments, the Master Waybill issued by the Carrier Agent should be used as a reference while preparing the T1.

**N.B. Carrier agents moving full cargo shipments from arrival ports to inland offices must insert the Current Year and Flight or Voyage Number.**



Once all the required fields are completed, verify the document by selecting the  Icon. This will confirm the validity of the information entered locally, such as the completion of mandatory fields. If any errors are detected, the system will display an error message. See figure 3.

Double-click the error line within the message. The system will automatically move the cursor to the associated field containing the error. Make appropriate changes and verify the document once more. Once all inserted data is accepted, the system will display the “Document Verified” message. See figure 4.



The screenshot shows the 'T1 - New [LCCAP]' form with various fields for shipping details. A red error message box is overlaid on the form, stating 'Error: Declarant - code, input required'. The form includes sections for '2 Dispatched by', '8 Dispatched to', '14 Declarant', '15 Country of export', '18 Identity and nationality of active means of transport at departure', '21 Identity and nationality of active means of transport crossing the border', '25 Mode Transport', '27 Place of loading/unloading', '31 Packages and description of goods', '32 Item No.', '33 Commodity code', '35 Gross mass (kg)', '36 Net mass (kg)', and '40 Summary declaration / Previous document'.



**Figure 3: New T1 showing an error after verification**

Pro Tip: Once the New T1 has been verified, save it as an .xml file for future use. Select  in the document menu to save and  to upload from a saved .xml file.



**Figure 4: Document verified**

## 5. Registering the T1

Within the document menu select the  option. The system will verify the validity of the information entered against the server. If any errors are detected, a message will be displayed. All errors are to be corrected and the user must select the  option once again. The system will display a confirmation message indicating the successful registration of the T1. See figure 5. **N.B. The full liability of the principal's guarantee account will be held at the registration of the T1. This means the account can only be used once until the amount held is credited to the account at the completion of the T1 closure procedure.**

- T1 Registration Number and Year
- Departure Office Code
- Date of Registration

This information will be utilized by all parties for retrieving the T1.

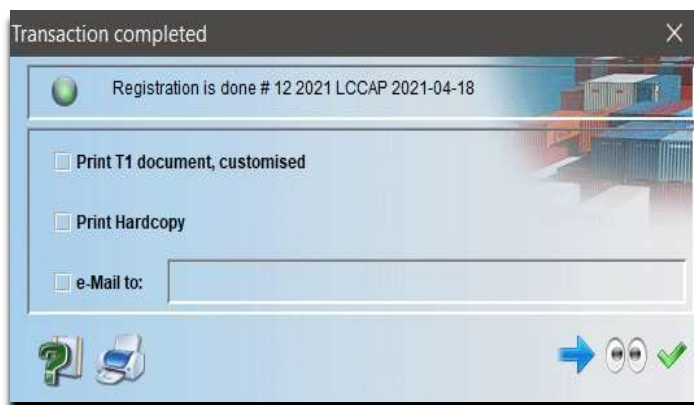


Figure 5: T1 Registration dialog box


## 6. Printing the registered T1

Navigate the ASYCUDA document library to the following path:

**ASYCUDA >>> Transit >>> National >>> T1**

Right click the shortcut “T1” and select “Find Registered”.

The system will present the user with the T1 e-document finder.

Insert the Year and Registration Number into the appropriate fields and select the  option to run the search. See figure 7.

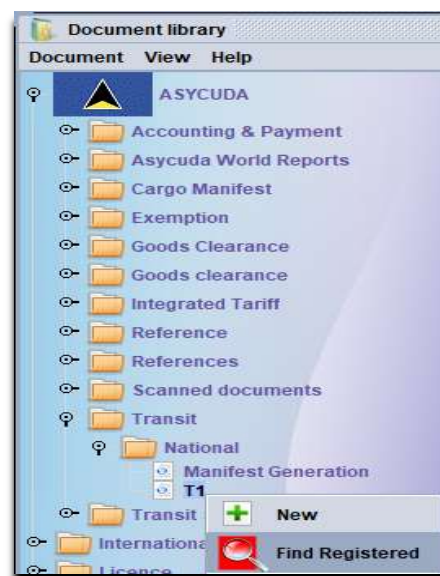


Figure 6: Find registered T1 option

The screenshot shows a window titled "T1: Registered". Below the title bar is a message: "Please enter data for selection criteria, and proceed to find a specific document T1". Below this is a table with four columns: "Name", "criteria", "value #1", and "value #2". The table contains the following rows:

Name	criteria	value #1	value #2
Barcode	all		
Year	equals	2021	
Off. of Dep.	all		
Off. of Dest.	all		
Principal	all		
Declarant	all		
Local Reference	all		
Reg. Ser.	all		
Reg. Nbr	equal	12	
Date limit	all		
Reg. Date	all		
Val. Ser.	all		
Val. Nbr	all		
Val. Date	all		

At the bottom of the window, there is a toolbar with icons for help, search, print, and close.


**Figure 7:** T1 finder

The system will display the results of the search. Right-click the line to reveal the “View” option. See figure 8.

The screenshot shows the same window titled "T1: Registered", but now it displays search results. The message at the top says: "One document found! Please select a document and select an action from the local menu". Below this is a table with the following columns: "Off. of Dep.", "Off. of Dest.", "Reg.", "Reg. ...", "Reg. Da...", "Principal", "Declarant", "Local Referen...", "Date limit", "Departure D...", "Arr. Date", "Val. ...", "Val. ...", "Val. ...", and "Term. Date". The first row of data is highlighted in yellow and contains the following values: "LCCAP", "LCWIS", "", "12", "18/04/2...", "W00015...", "W0001584", "WISLT104A", "", "", "", "", "", "", "", and "".

Below the table, there is a toolbar with icons for help, search, print, and close. A right-click context menu is open over the first row of the table, showing two options: "View" (with a magnifying glass icon) and "Details" (with a person icon).

**Figure 8:** View option seen in the T1 finder result

The system will display the Registered T1 e-document. From the menu select the  icon. The system will prompt the user to select printer for document printing.

## 7. Customs processing

The printout of the Registered T1 must be submitted to the dispatch Customs Officer for processing. This should be accompanied by all supporting documents for the cargo.

In addition to cargo control, Customs is obligated to perform the following processes listed below.

Customs' responsibility includes: in the following sequence:

1. Departure Validation – Dispatching Officer
2. Issuance of the Cargo Transfer Authorisation (Release Order) – Dispatching Officer
3. Goods Arrival Validation – Receiving Officer
4. Goods Arrival Conform (after examination) – Receiving Officer
5. Close T1 (Conform) – Receiving Officer (**Liability is returned to the Guarantee Account**)

## 8. Conclusion

As stated on page 11, the account's full liability is held at the T1 registration. Therefore, **failure** to complete the **entire** transaction sequence will result in the non-re-crediting of the guarantee account.