


<p>VANUATU ASYCUDA PROJECT 2016-2017</p>	 <p>V A N U A T U CUSTOMS & INLAND REVENUE SERVICE DE LA DOUANE ET DES CONTRIBUTIONS INDIRECTES</p>
<p>CUSTOMS CLEARANCE – TERMS AND REFERENCE</p>	
<p>Shipping and Airline agents – Manifest submission and registration</p>	
<p>Job Summary</p>	<p>Capture and upload (either manually or electronically) manifest general segments with accurate information in ASYCUDA.</p> <p>Where applicable, capture and upload (either manually or electronically) first level bills and consolidated bills, as well as transshipped bills with accurate information in ASYCUDA.</p> <p>Register manifests in ASYCUDA.</p> <p>Store Manifest GS and corresponding bills, a minimum of 3 hours prior to arrival of aircrafts, or a minimum of 24 hours prior to the arrival of vessels.</p> <p>Register manifests, within 1 hour of arrival of aircrafts, or within 12 hours of arrival of vessels.</p> <p>Request for any manifest or bill amendments to Customs.</p> <p>To comply with all Customs regulations, the Client Service Charter and the signed MOA “Relating to the Security and Use of the Customs Computerized System (ASYCUDA)”.</p>
<p>Location</p>	<p>Port Vila Luganville</p>
<p>Reference Docs</p>	<ul style="list-style-type: none"> • Flowchart Manifest Process • Flowchart Manifest Amendment Process • Flowchart Transshipment Cargo Process • SOP Manifest Submission – External • SOP Transshipment – External • ASYCUDA “How To” Notes
<p>Procedure</p>	<p>The Authorized ASYCUDA User should log into the ASYCUDA World (AW) system using his/her dedicated username and password to conduct any system procedure (S).</p> <ol style="list-style-type: none"> 1. Ensure that all relevant information is available prior to submission and registration of the Manifest in the system. (M) Note: Failure to submit and register a manifest in a timely manner is not only a breach of the law, but it will result in a delay in the clearance of the goods. 2. Capture the General Segment (GS) details. (S) 3. Once the GS has been completed, ‘verify’ and, if no errors are detected (or after any errors are corrected) ‘store’ the GS. (S) 4. Key in the GS direct Bills (either Master bills, House bills or transshipped bills) or automatically upload XML file. (S) 5. Once the data has been completed, ‘verify’ and, if no errors are detected (or after any errors are corrected) ‘store’ or ‘validate’

	<p>the Bills, ready for use. (S)</p> <ol style="list-style-type: none"> 6. For shortshipped consolidated cargo: <ol style="list-style-type: none"> a. it may be necessary to modify the weight on stored Master Bill(s) to be balanced with the landing weight from the Freight Forwarder; (S) b. it may be necessary to manually update the weight on the GS 'Bol' tab to ensure the total GS weight equals the sum of the weights recorded on the Bills. (S); or c. once the weights are balanced, use the 'Direct Validate' function to validate Master Bills that were only originally stored or proceed to registering the manifest. (S) 7. In the event that an error is discovered in the Bill (e.g. incorrect reference number, duplicate document with different details, etc....) it can be deleted by the owner (i.e. the person who created it) while the Bill is still in the 'stored' mode. (S) 8. Once all the manifest details have been inserted correctly in the system, register the Manifest. When registration has been completed the system will automatically generate a unique Registration Number. (S) 9. If requested, provide the Manifest Registration Number to the Consignee and or the Customs Broker. (M) (S) 10. In the case where the Manifest is yet to be registered, but the required direct Bill has been validated, provide the voyage number and date (<Voyage><Date>) to the Consignee and/or Customs Broker for the clearance to be done. Note that clearance can only be done in the same office in this scenario. 11. For any modification, a request should be submitted to the Customs Manifest Officer with supporting documents for amendment. (M) 12. For Transshipped cargo: <ol style="list-style-type: none"> i. Submit Bills with nature 28 for Transshipment Bills. (S) ii. Arrange with Cargo Handler to store cargo in identified Customs Controlled Area at the Port of arrival. (M) iii. Submit Outward Bill and Manifest to Customs for verification of outward shipment. (M)
Legend	<p>(M) = Manual action (S) = System action</p>