

	 <div> V A N U A T U  <b>CUSTOMS &amp; INLAND REVENUE</b>  <b>SERVICE DE LA DOUANE ET DES</b>  <b>CONTRIBUTIONS INDIRECTES</b> </div>
<b>CUSTOMS CLEARANCE – TERMS AND REFERENCE</b>	
<b>Freight Forwarder – Submission of Consolidated Bills</b>	
<b>Job Summary</b>	<p>Capture and upload (either manually or electronically) consolidated bills with accurate information in ASYCUDA.</p> <p>Submission of bills must be done within a minimum of 3 hours for aircrafts and a minimum of 24 hours prior to the arrival of the vessels.</p> <p>Email Cargo List to Customs to screen the consolidated bills prior to release.</p> <p>Request and obtain Cargo Pass.</p> <p>Email Outturn Report to Customs to confirm status of consolidated cargo.</p> <p>Validate the consolidated bills once tallying is completed.</p> <p>Request for any bill amendments to Customs.</p> <p>Inform Customs and any timed-up consignments.</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>
<b>Location</b>	Port Vila Luganville
<b>Reference Docs</b>	<ul style="list-style-type: none"> <li>• Flowchart Manifest Process</li> <li>• Flowchart Manifest Amendment Process</li> <li>• Flowchart Consolidated Cargo Transfer Process</li> <li>• Flowchart Transshipment Cargo Process</li> <li>• SOP Manifest Submission – External</li> <li>• SOP Consolidated Cargo Transfer – External</li> <li>• SOP Transshipment – External</li> <li>• ASYCUDA “How To” Notes</li> </ul>
<b>Procedure</b>	<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 <b>(S)</b>.</p> <ol style="list-style-type: none"> <li>1. Ensure that all relevant information is available prior to the submission of the consolidated bill in the system. <b>(M)</b>  Note: Failure to submit and validate consolidated bills in a timely manner is not only in breach of the law, but it will result in a delay in the clearance of the goods.</li> </ol>

	<ol style="list-style-type: none"> <li>2. Key in bills associated with the consolidated bill or automatically upload XML file. <b>(S)</b></li> <li>3. Once the bills have been completed, 'verify' and, if no errors are detected (or after any errors are corrected), 'store' the bills. <b>(S)</b></li> <li>4. For instances where Manifest and Master bills are not yet submitted in the system, liaise with Shipping or Airline agent on the progress of submitting these in the system. <b>(M)</b></li> <li>5. Submit Cargo List to Customs for processing. <b>(M)</b></li> <li>6. Submit "Cargo Pass" application. <b>(S)</b></li> <li>7. Print and submit the acknowledged Cargo Pass to Cargo Handler to get custody of the cargo. <b>(S)(M)</b></li> <li>8. Tally cargo at Freight Forwarders' Customs Controlled Area premises <b>(M)</b>.</li> <li>9. For shortshipped cargo <ol style="list-style-type: none"> <li>a. Once the discrepancies are identified after tallying, it will be necessary to advise the Carrier to modify the weight on the stored Master Bill to equal the sum of the consolidated Bills; <b>(S)</b> before validating the master bill,</li> <li>b. once the master bill is validated by the Carrier, the Freight Forwarder can validate the consolidated bills <b>(S)</b></li> </ol> </li> <li>10. 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. <b>(S)</b></li> <li>11. If requested, provide the Manifest Registration Number to the Consignee and or Customs Broker. <b>(M) (S)</b></li> <li>12. In the case where the Manifest is yet to be registered, but the Master Bill has been de-grouped and required Bill has been validated, provide the voyage number and date (&lt;Voyage&gt;&lt;Date&gt;) 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.</li> <li>13. For any modification, a request should be submitted to the Customs Manifest Officer with supporting documents for amendment <b>(M)</b></li> <li>14. Inform Customs and any timed-up consignments. <b>(M)</b></li> </ol>
<b>Legend</b>	<b>(M)</b> = Manual action <b>(S)</b> = System action