

 <p>VANUATU ASYCUDA PROJECT 2016-2017</p>	 <p>V A N U A T U <b>CUSTOMS &amp; INLAND REVENUE</b> <b>SERVICE DE LA DOUANE ET DES CONTRIBUTIONS INDIRECTES</b></p>
<p><b>CUSTOMS CLEARANCE – TERMS AND REFERENCE</b></p>	
<p><b>Shipping and Airline agents – Manifest submission and registration</b></p>	
<p><b>Job Summary</b></p>	<p>Capture and upload (either manually or electronically) manifest general segments with accurate information in ASYCUDA.</p> <p>Register manifests in ASYCUDA.</p> <p>Where applicable, capture and upload (either manually or electronically) first level bills and consolidated bills with accurate information in ASYCUDA, and in the case of the consolidated bills, make sure they are de-grouped and validated.</p> <p>Handle the transshipment of cargo.</p> <p>The registering of manifests must be done within 12 hours of the craft arrival.</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><b>Location</b></p>	<p>Port Vila Luganville</p>
<p><b>Reference Docs</b></p>	<ul style="list-style-type: none"> <li>• Flowchart Manifest Process</li> <li>• Flowchart Manifest Amendment Process</li> <li>• Flowchart Transshipment Cargo Process</li> <li>• SOP Manifest Submission – External</li> <li>• SOP Transshipment – External</li> <li>• ASYCUDA “How To” Notes</li> </ul>
<p><b>Procedure</b></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 <b>(S)</b>.</p> <ol style="list-style-type: none"> <li>1. Ensure that all relevant information is available prior to the registration of the Manifest in the AW system. <b>(M)</b> It should be noted that failure to register the manifest 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> <li>2. Log-on to the AW system using the user name and password provided and key in the General Segment (GS). <b>(S)</b></li> <li>3. Once the GS has been completed, ‘verify’ and, if no errors are detected (or after any errors are corrected) ‘store’ the GS. <b>(S)</b></li> <li>4. Key in the GS direct Bills (either Master bill or House bill) or automatically upload XML file. <b>(S)</b></li> <li>5. Once the data has been completed, ‘verify’ and, if no errors are detected (or after any errors are corrected) ‘store’ or ‘validate’</li> </ol>

	<p>the Bills, ready for use. <b>(S)</b></p> <ol style="list-style-type: none"> <li>6. Liaise with Freight Forwarder(s) on the progress of their de-groupage. <b>(M)</b></li> <li>7. Once the de-groupage has been completed,       <ol style="list-style-type: none"> <li>a. 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. <b>(S)</b>; or</li> <li>b. it may be necessary to modify the weight on stored Master Bill(s) to be balanced with the GS total weight, this may require the Freight Forwarder to amend the weight on its consolidated bills to match the weight of the Master Bill; <b>(S)</b></li> <li>c. once the weights are balanced, use the 'Direct Validate' function to validate Master Bills that were only originally stored only. <b>(S)</b><sup>1</sup></li> <li>d. in the event that the weight on the validated <u>Master Bill is incorrect and has not been modified prior to the 'Direct Validate'</u>, a formal request to amend the Master Bill (shortage/excess) must be submitted to the Customs Manifest Officer. <b>(M)</b></li> </ol> </li> <li>8. 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>9. 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. <b>(S)</b></li> <li>10. If requested, provide the Manifest Registration Number to the Consignee and or Customs Broker. <b>(M) (S)</b></li> <li>11. 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 (&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 such scenario.</li> <li>12. In the case of goods short-landed or excess consignment, a request to amend the Manifest must be submitted to the Customs Cargo Manifest Control Officer with a copy of the tally report issued by the Cargo Handlers. <b>(M)</b></li> <li>13. For Transshipped cargo:       <ol style="list-style-type: none"> <li>i. Submit Bills with nature 28 for Transshipment Bills. <b>(S)</b></li> <li>ii. Arrange with Cargo Handler to store cargo in identified Customs Controlled Area at the Port of arrival. <b>(M)</b></li> <li>iii. Submit Outward Bill and Manifest to Customs for verification of outward shipment. <b>(M)</b></li> </ol> </li> </ol>
<b>Legend</b>	<p><b>(M)</b> = Manual action  <b>(S)</b> = System action</p>

<sup>1</sup> Customs is responsible for validating de-groupage in situations where consolidated cargo are to be relocated from the post to other Customs Control Areas.