


<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>Freight Forwarder – Submission of Consolidated Bills</p>	
<p>Job Summary</p>	<p>Capture and upload (either manually or electronically) consolidated bills with accurate information in ASYCUDA, and in the case of the consolidated bills, make sure they are validated.</p> <p>Submission of bills must be done within a minimum of 3 hours for aircraft and a minimum of 24 hours for vessels prior to the arrival of the craft.</p> <p>Email Cargo List to Customs to screen Consolidated Bills prior to release.</p> <p>Email Outturn Report to Customs to confirm status of Consolidated Cargo.</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>
<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 Consolidated Cargo Transfer Process • Flowchart Transshipment Cargo Process • SOP Manifest Submission – External • SOP Consolidated Cargo Transfer – 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 the de-groupage of consolidated bill in the AW system. (M) It should be noted that failure to submit the consolidated bill 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. 2. Key in bills associated with the consolidated bill or automatically upload XML file. (S)

	<ol style="list-style-type: none"> 3. Once the bills have been completed, ‘verify’ and, if no errors are detected (or after any errors are corrected) ‘store’ the bill. (S) 4. Liaise with Shipping or Airline agent on the progress of submission of the Manifest. (M) 5. Once the de-groupage has been completed, <ol style="list-style-type: none"> a. if any discrepancy is discovered it will be necessary for the Carrier to modify the weight on Master Bill to equal the sum of the Bills; (S) or b. amend the weight on the Bills to equal the weight on the Master Bill; (S) c. once the weights are matched Customs will validate the de-groupage. (S) d. request the “Cargo Transfer Approval” from Customs. (M) e. present the “Cargo Transfer Approval” from Customs to the Cargo Handlers to get custody of the consolidated cargo. (M) 6. 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) 7. If requested, provide the Manifest Registration Number to the Consignee and or Customs Broker. (M) (S) 8. 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 (<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 such scenario. 9. 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 Outturn report. (M) 10. Inform Customs and any timed-up consignments. (M) 11. 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 to Customs for verification of outward shipment. (M)
Legend	(M) = Manual action (S) = System action