



CUSTOMS AND EXCISE ST.LUCIA



# Cargo Manifest Manual

## USER MANUAL

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# ASYCUDA World - Cargo Manifest USER MANUAL

## 1. Definitions

- a) The manifest document consists of two (2) segments, namely:
  - i. The Manifest General Segment
  - ii. The Waybill Segment.
  
- b) The term “**Waybill**” is intended to be generic. It covers a broad range of transport documents such as Airway Bills and Bills of Lading. The waybills can either be House Bills or Master Bills.
  
- c) “**Bill of Lading**” (BOL) is a document issued by a carrier which details a shipment of merchandise and gives title of that shipment to a specified party.
  
- d) A “**House Bill**” represents one consignment and is issued by a forwarder. The goods related to it can be cleared directly by a customs declaration(s).
  
- e) A “**Master Bill**” refers to a consolidation of goods for transport purpose, of several house bills and it must be deconsolidated before Customs clearance, so that a Customs declaration relates to it.
  
- f) A “**first level Bill of Lading**” is directly related to the manifest and it can be a House Bill or a Master Bill.
  
- g) A “**second level Bill of Lading**” can either be a master or a house bill created by the degroupage of a master and is linked directly to a first level Master Waybill.

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- h) **“XML or Extensible Markup Language”**, is an encoding that is both human and machine readable for XML Upload for Carrier, **Non Vessel Operator Common Carrier; NVOCC** (CO-Loader).
- i) **“Split BL”** This option divides a house bill into multiple lines for different types of packages or goods. It is different than a deconsolidation.
- j) **“Authorise Splitting”** The carrier agent or CO-Loader must access the manifest and give permission to consolidator(s) and declarant(s) to split the waybill and must be validated so that it can be used in a customs declaration. To validate the waybill select the waybill which have been split from the list of bills of lading,
- k) **“Agent Release”** is performed by either the carrier agent or consolidator respectively to release the waybill and to allow the information to be entered for the Customs declaration.
- l) **“Outturn report conforms”** this option is used when the tally of cargo carried on the vessel/aircraft is correct.
- m) **“Outturn report non-conforms”** this option is used when the tally of cargo carried on the vessel/aircraft is incorrect.
- n) **“C-Loader”** refers to the Shipping agent or NVOCC: Non Vessel Operator Common Carrier, who is allowed to share cargo on the vessel assigned by the Carrier.
- o) **“CO-Loader Validation of waybills”** is performed by the CO-Loader to permit the information in the system to be entered on the Customs declaration.

# **ASYCUDA World - Cargo Manifest USER MANUAL**

- p) **“Authorise Degroupage”** gives permission to the consolidator to degroup the waybills.
  
- q) **“Validating Degroupage”** this option is used by the consolidator after the deconsolidation of the master waybill is completed. It can only be used after the carrier agent has granted the agent release.
  
- r) **“Waybill grouping”** relates to the groupage of cargo which would have been carried on different flights/vessels with the same waybill reference and consolidated into a single manifest.
  
- s) **“Amendment”** relates to an application to the Comptroller of Customs & Excise Saint Lucia for any changes necessary. Whether to be done on a registered manifest; waybill or any other segment of the registered manifest. Approval must be granted to effect changes of information to these documents in the system.

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**Table of Symbols:**

SYMBOL	DESCRIPTION
	<b>“Verify the document”</b> : To check all document fields for coherence and syntax.
	<b>“Store”</b> : To Store the working document on the ASYCUDA World server.
<div>1</div> <div>2</div> 	<p>1- <b>“Import from AW XML file”</b>: Import an ASYCUDA World XML file from local storage (Hard Drive, USB, CD/DVD, Network)</p> <p>2- <b>“Export to AW XML file”</b>: Create and save an XML file with data entered on the working document.</p>
	<b>“Finder”</b> : Search for documents in ASYCUDA World database.
	<b>“Help”</b> : Provides the user with an online help.
	<b>“Save changes”</b> : Save changes made to a document that was retrieved from the server.
	<b>“Register”</b> : Register a stored manifest
	<b>“Check totals”/“Check XML Content”</b> : Compare totals on manifest general segment with sum of all level 1 bills
	<b>“Add Bol”</b> : Add new waybill whilst preparing the manifest
	<b>“Add a new container”</b> : During manual capture, used to add a container to the container table on the bill of lading.
	<b>“Print”</b> : Print a document or report as PDF. All documents are printed to PDF and the user may send it to a printer of choice.

# ASYCUDA World - Cargo Manifest USER MANUAL

## 2. Creating A Manifest General Segment

There are two options available to users to capture a manifest:

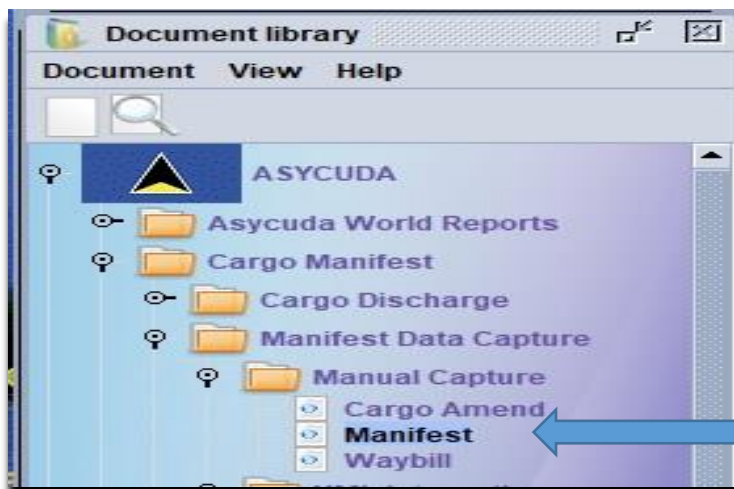
- i. **Manual capture** refers to data manually key in the system and is normally used by small carriers.
- ii. **XML Integration** is where an XML file from the carrier's system is uploaded into ASYCUDA World. It is recommended for large carriers.

### Manual Capture

#### Accessing the General Segment via Document Library

Upon receipt of the principal manifest the user will input the data into ASYCUDA World. The manifest creation starts with the **General Segment**. Access the General Segment by navigating the Document Library using this path:

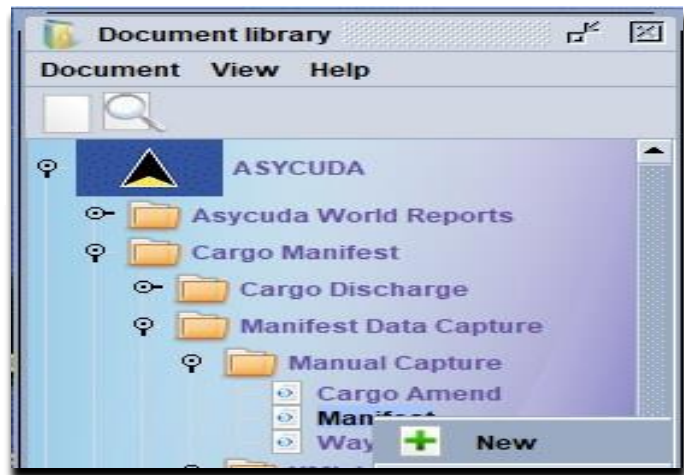
**ASYCUDA >>> Cargo Manifest >>> Manifest Data Capture >>> Manual Capture >>> Manifest**



*Figure 1: Manifest Capture Shortcut*

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- i. Right click the shortcut “Manifest” and select the option “New” to open a blank manifest



**FIGURE 2: New manifest capture**

The system will present the user with the Manifest General Segment as illustrated in figure 3.

A screenshot of a web application window titled 'Manifest - New [n/a]'. The window has a menu bar with 'File', 'Edit', 'View', and 'Help'. Below the menu bar is a header with the 'Saint Lucia Customs & Excise Department' logo and 'ASYCUDA' text. The main content area is titled 'Manifest - General Information' and contains several sections of form fields: 'Office of departure / arrival' (a dropdown menu), 'General Information' (fields for Voyage number, Date of departure, Date of arrival, Time of arrival, Registration number, Last Port, Next Port, Date of registration, Last discharge, Departure from current port, Place of original departure, and Place of final destination), 'Shipping Information' (fields for Carrier, Shipping agent, and Totals including Bills, Packages, Containers, Vehicles, and Gross weight), 'Transport' (fields for Mode, Nationality, Registration, Master, Identity, Place, and Date), and a 'Manifest' tab at the bottom. A red arrow points to the 'Manifest' tab.

**FIGURE 3: Manifest General Segment Page**




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Use the manifest field guide to insert all necessary data. In some cases, reference data is provided from a drop down list or from the finder (using the F3 Key or FN + F3 combination).

Kindly Note that all Mandatory Fields are shown **Red** if not completed or if the data entered is invalid.

ASYCUDA uses the **OFFICE CODE, VOYAGE NUMBER AND DATE OF DEPARTURE** to uniquely identify the manifest.

II. Verify the manifest general data	Once all the information is entered on the manifest general segment page, the  icon may be used to verify the data entered as shown below
--------------------------------------	--

Click here to verify the data entered



Figure 4: Manifest document menu

The *verify* command allows the system to check the document for errors. If errors are detected the system returns a message list. Clicking the individual error lines within the message list moves the cursor to the field with the erroneous or missing data.




Figure 5. Message window displaying a list of errors detected by the system

All errors must be corrected and the document re-verified until the “Document Verified” message is displayed.



Figure 6: Document verified message

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<p>iii. <b>Store the manifest:</b></p>	<p>After verifying the manifest general segment page data, use the  icon to store the manifest.</p>
--	--

The system will display the message “Store is done” also displaying three icons. These icons presents the user with the following options:



Permits the user to continue working on the stored manifest to add waybills.



Permits the user to “view” the stored manifest general segment page.



Will close all windows displayed and complete the transaction.





Click the  icon to continue with this manifest, by adding the waybills.



Figure 7: Transaction completed message

## 3. Adding Waybills to the Stored Manifest

Continue working on the stored manifest to add waybill(s).

<p>i. <b>Add waybills to the stored manifest</b></p>	<p>To add a bill of lading click on the <b>Bol</b> tab at the bottom of the manifest page. Within the top menu of this page click the  icon. The system will display a prompt confirming the creation of a waybill.</p>
<p>Click the  icon to confirm and continue.</p>	

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A waybill page will appear with the information from the General Segment already inserted. It will include the OFFICE OF ENTRY, VOYAGE NUMBER and DEPARTURE DATE, meaning the waybill is linked to the manifest general segment.

- ii. Complete the waybill information

**Mandatory fields will be highlighted RED if the required information is either missing or if invalid.**




- iii. Continue by inputting the relevant information into the required fields. The “Manifest Field Guide – Bill of lading segment” may be used as a reference.
- iv. After completing the relevant field data click the  icon to verify the data. If any errors are detected, the system will display the error message window. If no errors are found, the system will display the “document verified” message.


Figure 8: Manifest general segment page

Figure 9: Transaction completed message

- v. Close the message and click the  icon. The system will display the “store done” message.

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vi. To continue adding waybills to the stored manifest click the  icon.

To return to the manifest general segment page and finalise the manifest, click the  icon.

## 4. Adding CO-Loaders

A Carrier may allow “Non Vessel Operator Common Carrier” or CO-Loaders to place cargo on the vessel. To do so the Carrier Agent must add the CO-Loader(s) to the manifest thereby permitting the CO-Loaders to add their Bills Of Lading to the Manifest. ASYCUDA allows this option in the “CO-Loaders” interface through the “CO-Loaders tab which is located at the bottom of the Manifest page.

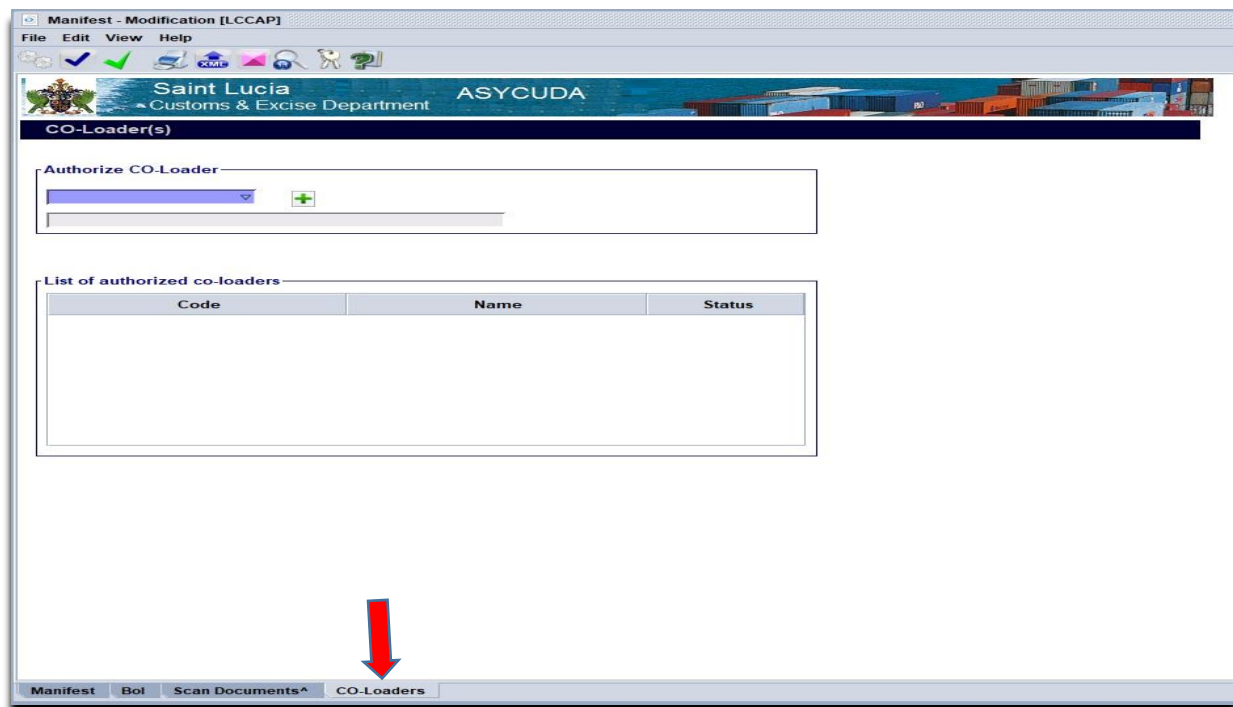



Figure 10: CO-Loader interface screen

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The process:

- i. Select the CO-Loader(s) from the “List of Carrier Agents” and use the green  icon to add the name to the “List of authorized CO-Loaders”

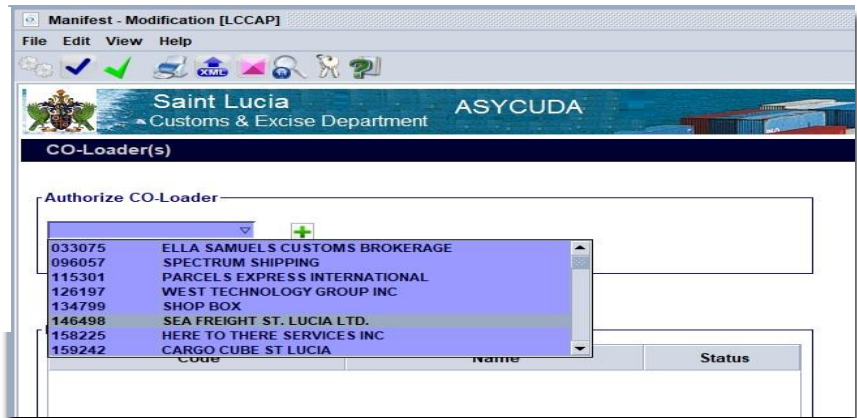


Figure 11: CO-Loader selection option

N.B. To delete a CO-Loader(s) from the “List of authorized CO-Loaders” right click the required name from the table and select the “Delete” option.

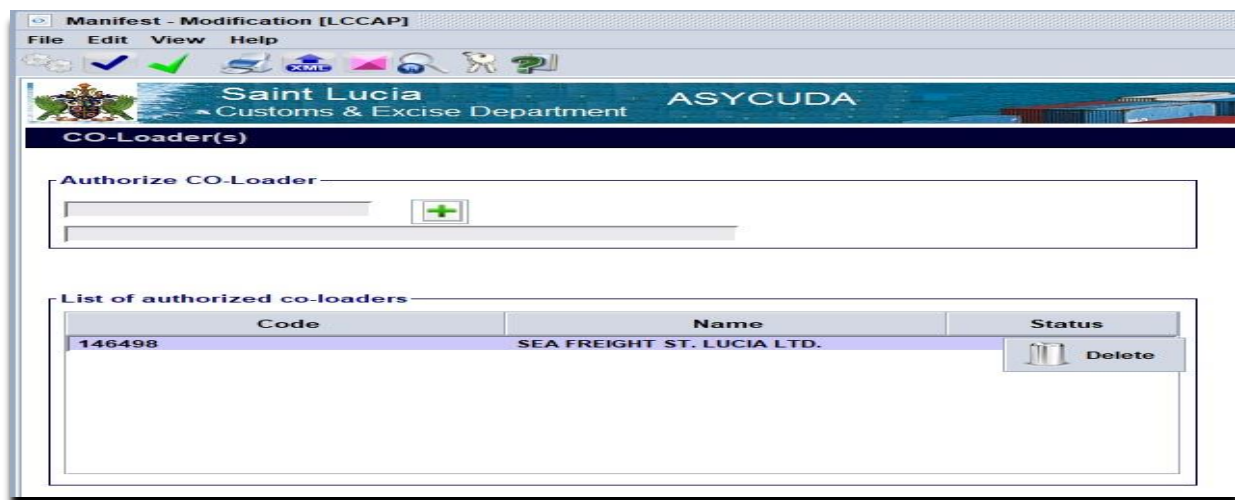




Figure 12: CO-Loader interface screen

- ii. On completion of the transfer use the  icon or  icon to save changes.



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**N.B.** The Carrier Agent must permit the CO-Loader(s) to add their bills of lading before registering the manifest.

## 5. Amending a Stored Manifest General Segment

- i. Retrieve the **stored** manifest

Use the following Path: **ASYCUDA >>> Cargo Manifest >>> Manifest Data Capture >>> Manual Capture >>> Manifest.**

- ii. Right click on the find option.

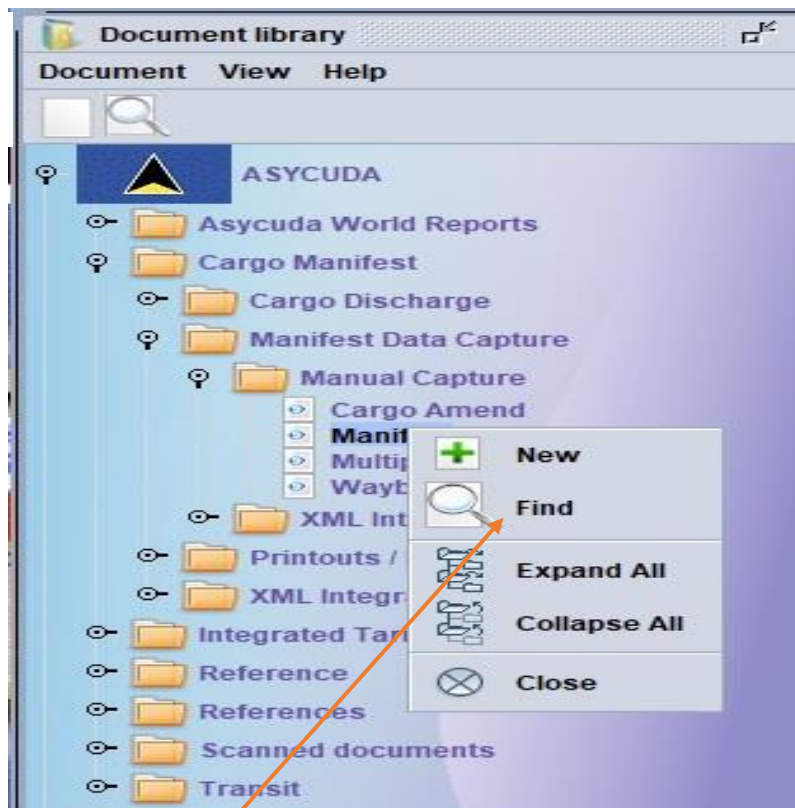

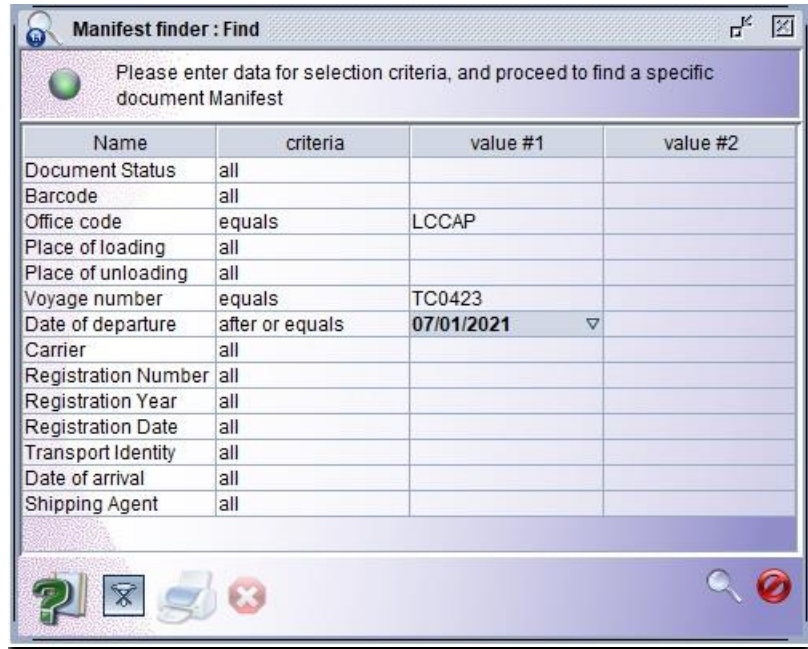


Figure 13: Manifest finder option

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The manifest finder will be displayed. (Use of the finder is explained on pages 27 & 28 of this manual).

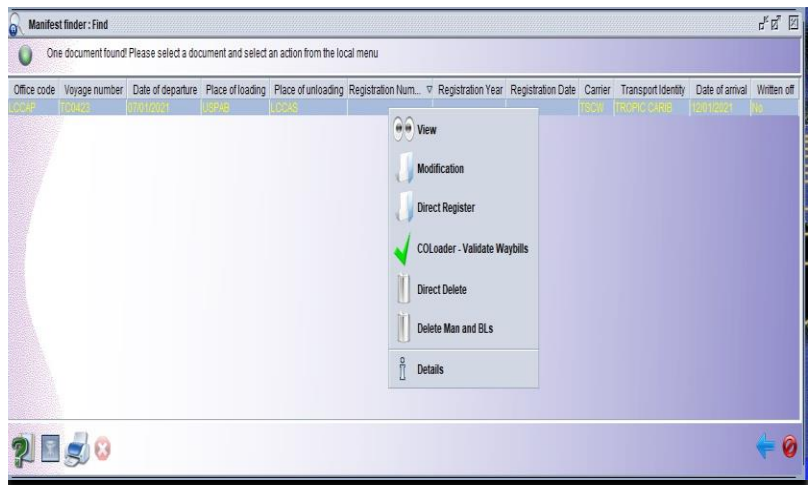
- III. Insert the search criteria and select the  icon. Usually, the search criterion for finding a “STORED” Manifest is the unique reference for **OFFICE CODE, VOYAGE NUMBER** and **DATE OF DEPARTURE**.



Name	criteria	value #1	value #2
Document Status	all		
Barcode	all		
Office code	equals	LCCAP	
Place of loading	all		
Place of unloading	all		
Voyage number	equals	TC0423	
Date of departure	after or equals	07/01/2021	
Carrier	all		
Registration Number	all		
Registration Year	all		
Registration Date	all		
Transport Identity	all		
Date of arrival	all		
Shipping Agent	all		

Figure 14: Manifest finder

- iv. Right click on the desired manifest in the search result and select the option “Modification”.



Office code	Voyage number	Date of departure	Place of loading	Place of unloading	Registration Num...	Registration Year	Registration Date	Carrier	Transport Identity	Date of arrival	Written off
LCCAP	TC0423	07/01/2021	USPAB	LCCAS				TSCW	TROPIC CARRI	12/01/2021	No

Figure 15: Manifest modification option

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### Modify General Segment

- v. The manifest General Segment will be displayed and the necessary changes can be made.

### Confirm and save changes



- vi. In the document tool bar/ menu select the verify  icon to verify the document. If no errors are displayed, select the  icon to “Save” any changes to the document.



Figure 16: Manifest general segment page



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## 6. Adding Waybills to a Stored General Segment/Manifest

A Waybill can be added to a manifest in two ways:

1. The user can follow the process outlined in **Section 3 ( I – V ) “Adding Waybills to the stored manifest”** or by,
2. Right click and selecting the option **“New”** under the pathway **“ASYCUDA >>> Cargo Manifest >>> Manifest Data Capture >>> Manual Capture >>> Waybill”**

Selecting the “New” option will open a blank waybill for completion.

### Complete a blank Waybill

- i. Input the Office Code, Voyage Number and the Date Of Departure of the Stored Manifest. Once completed with valid data, the General Segment of the Waybill will be automatically populated with information from the Manifest.
- ii. Complete the other sections of the waybill and click the  icon in the document tool bar. If no errors are displayed, click the  icon to save changes and store the waybill.
- iii. This process can be repeated to add multiple waybills. The green arrow may also be used.

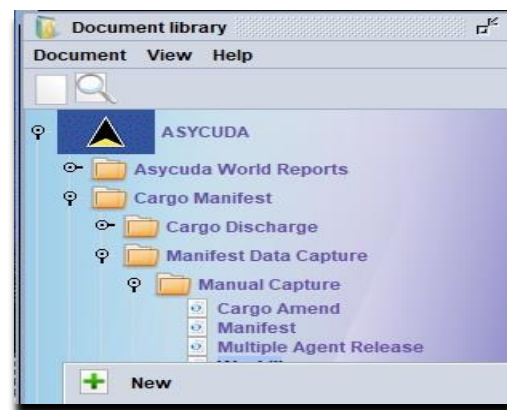


Figure 17: New waybill option

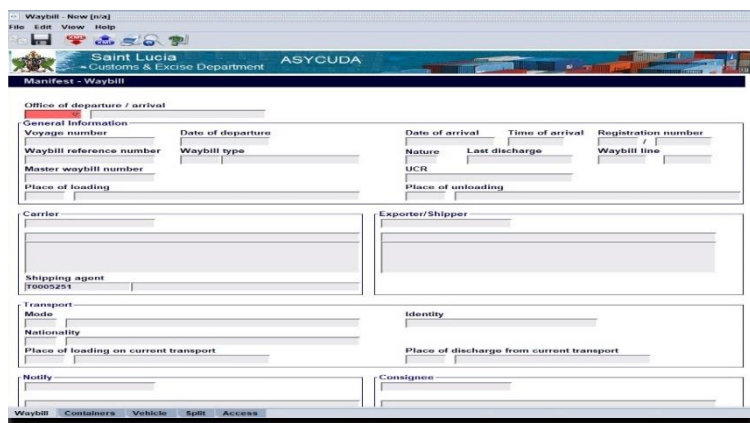
A screenshot of the 'Waybill - New [nva]' form. The form is titled 'Manifest - Waybill' and contains several sections with input fields: 'General information' (Office of departure / arrival, Voyage number, Date of departure, Date of arrival, Time of arrival, Registration number), 'Waybill reference number', 'Waybill type', 'Master waybill number', 'Nature', 'Last discharge', 'Waybill line', 'UCR', 'Place of loading', 'Place of unloading', 'Carrier', 'Exporter/Shipper', 'Shipping agent', 'Transport Mode', 'Nationality', 'Identity', 'Place of loading on current transport', 'Place of discharge from current transport', 'Notify', and 'Consignee'. The 'Waybill' tab is selected at the bottom.

Figure 18: Blank waybill page



Figure 19: Transaction completed message

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## 7. Adding Waybills to a Manifest as a CO-Loader

The CO-Loader will access the “New” Waybill option by navigating the Document library and using the path: **“ASYCUDA >>> Cargo Manifest >>> Manifest Data Capture >>> Manual Capture >>> Waybill”**

### Open a blank Waybill

- i. Right click at waybill and select the option “New”
- ii. Input the Office Code, Voyage Number and the Date of Departure of the manifest.
- iii. The waybill general segment page will be automatically populated with details from the manifest. This will include the Carrier, Registration Number, Waybill type and Line. This means that the waybill is linked to the general segment of the manifest.
- iv. Insert the “Master Waybill” reference for degroupage in the “Previous Document Field” and complete the other sections of the waybill.
- v. On completion, verify the document, then store to the server.
- vi. Continue the process by repeating steps I – V or clicking the green arrow displayed after storing the waybill.

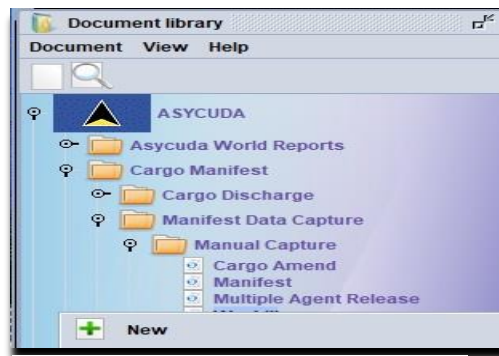


Figure 20: New waybill option

A screenshot of the 'Waybill - New [nig]' window. The window has a menu bar with 'File', 'Edit', 'View', and 'Help'. Below the menu bar is a header bar with 'Saint Lucia' and 'ASYCUDA'. The main area is titled 'Manifest - Waybill'. It contains several sections of input fields: 'Office of departure / arrival', 'General Information' (with fields for Voyage number, Date of departure, Date of arrival, Time of arrival, Registration number, Waybill reference number, Waybill type, Nature, Last discharge, Waybill line, Master waybill number, UCR, Place of loading, and Place of unloading), 'Carrier' (with fields for Carrier and Exporter/Shipper), 'Shipping agent' (with field for Shipping agent), 'Transport' (with fields for Mode, Nationality, Identity, Place of loading on current transport, and Place of discharge from current transport), and 'Notify' (with field for Notify) and 'Consignee' (with field for Consignee). At the bottom, there are tabs for 'Waybill', 'Containers', 'Vehicle', 'Split', and 'Access'.

Figure 21: Blank waybill page

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## 8. Adding Containers to a Waybill

If the arriving cargo is containerized, select the container tab as shown in **figure 22** to access the container segment. Click the tab labelled Containers.

**Manifest - Waybill**

Office of departure / arrival  
LCCAP CASTRIES PORT

**General Information**

Voyage number	Date of departure	Date of arrival	Time of arrival	Registration number
TC0423	07/01/2021	12/01/2021		/
Waybill reference number	Waybill type	Nature	Last discharge	Waybill line
TSCW54321	710 BILL OF LADING	23		1
Master waybill number		UCR		
Place of loading		Place of unloading		
USPAB PALM BEACH		LCCAS CASTRIES SEAPORT		

**Carrier**

TSCW

TROPICAL SHIPPING AND CONSTRUCTION  
MIAMI  
FLORIDA  
UNITED STATES

**Shipping agent**

T0005251 TROPICAL SHIPPING CO.

**Exporter/Shipper**

PETCO  
MIAMI  
FLORIDA  
USA

**Transport**

**Mode**

1 SEA TRANSPORT

**Nationality**

VC SAINT VINCENT AND THE GRENADINES

**Place of loading on current transport**

**Identity**

TROPIC CARIB

**Place of discharge from current transport**

**Notify**

**Consignee**

MASSY STORES LTD  
CHOC ESTATE  
CASTRIES  
ST LUCIA

**Waybill Containers Vehicle Split Access**

Figure 22: Container segment tab (click here)

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The container segment will appear as illustrated in **figure 23**. Add the container information in the fields as required. See the manifest fields guide for information.


**Waybill - Containers**

Container Information

Container number TTRU789020	Nbr. of pkg 12	Ctn. type 20GP	E/F FCL	Seal numbers 54321	Party CR	Empty weight 1,200.00	Goods weight 3,200.00
Min Temp. (CE)	Max Temp. (CE)	Humidity	H.S. code		Goods description GROCERIES		
Volume 400.00	Container Liner TROP	Container Disposition CY					

Contai...	Nbr. of...	Ctn. ty...	E/F	Seal n...	Seal n...	Seal n...	Party	Empty ...	Goods...	Min Te...	Max T...	Humid...	Harmo...	Goods...	Volume	Contai...	Contai...
TTRU7...	12	20GP	FCL	54321			CR	1,200...	3,200...					GROC...	400	TROP	CY

Figure 23: Container page

After keying in all the details for the container **do not** verify the document at this time. Doing so will clear all information entered for the container. However **click** the  icon (**Add a new Container**) to **add** the container to the table list. See figure 24 below.

**Waybill - Containers**

Container Information



Container number TTRU789020	Nbr. of pkg 12	Ctn. type 20GP	E/F FCL	Seal numbers 54321	Party CR	Empty weight 1,200.00	Goods weight 3,200.00
Min Temp. (CE)	Max Temp. (CE)	Humidity	H.S. code		Goods description GROCERIES		
Volume 400.00	Container Liner TROP	Container Disposition CY					

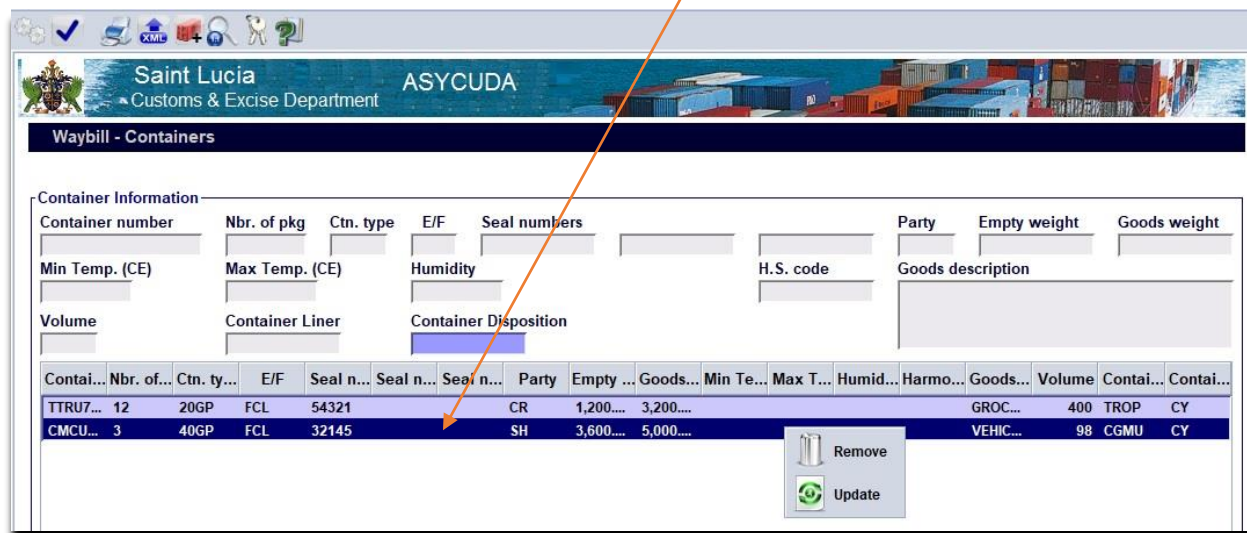
Contai...	Nbr. of...	Ctn. ty...	E/F	Seal n...	Seal n...	Seal n...	Party	Empty ...	Goods...	Min Te...	Max T...	Humid...	Harmo...	Goods...	Volume	Contai...	Contai...
TTRU7...	12	20GP	FCL	54321			CR	1,200...	3,200...					GROC...	400	TROP	CY

Figure 24: Container added to the table

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To modify or remove the information entered for a container, **right click** the container line in the table and select the appropriate option presented. The option “*remove*” will remove the container information from the list. The system will prompt the user with a confirmation

message  select the green tick to accept. The “*update*” option allows the user to update the container information. After the update has been completed, select the (update container)  icon to add it back to the table list.



Contai...	Nbr. of...	Ctn. ty...	E/F	Seal n...	Seal n...	Seal n...	Party	Empty ...	Goods...	Min Te...	Max T...	Humid...	Harmo...	Goods...	Volume	Contai...	Contai...
TTRU7...	12	20GP	FCL	54321			CR	1,200...	3,200...					GROC...	400	TROP	CY
CMCU...	3	40GP	FCL	32145			SH	3,600...	5,000...					VEHC...	98	CGMU	CY

Figure 25: Remove or Update container options

After keying in all information into the container page, verify the document. If no errors are presented, store or save changes to the waybill.



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## 9. Adding Vehicles to a Waybill

If the arriving cargo is a vehicle or vehicles, select the vehicle tab as shown in **figure 26** to access the vehicle segment. Click the tab labelled vehicle.

Waybill - Modification [2]

File Edit View Help

Saint Lucia Customs & Excise Department ASYCUDA

Waybill - Vehicles

Vehicle Information

Chassis Number Engine Number Engine(cc) Odometer Reading Make/Brand Year Color ☐ New ☐ Used




Chasis#	Engine#	Engine(cc)	ODO	Brand code	Brand name	Year	Color	Quality
---------	---------	------------	-----	------------	------------	------	-------	---------

Waybill Containers **Vehicle** Split Access



Figure 26: Vehicle tab. Click here.

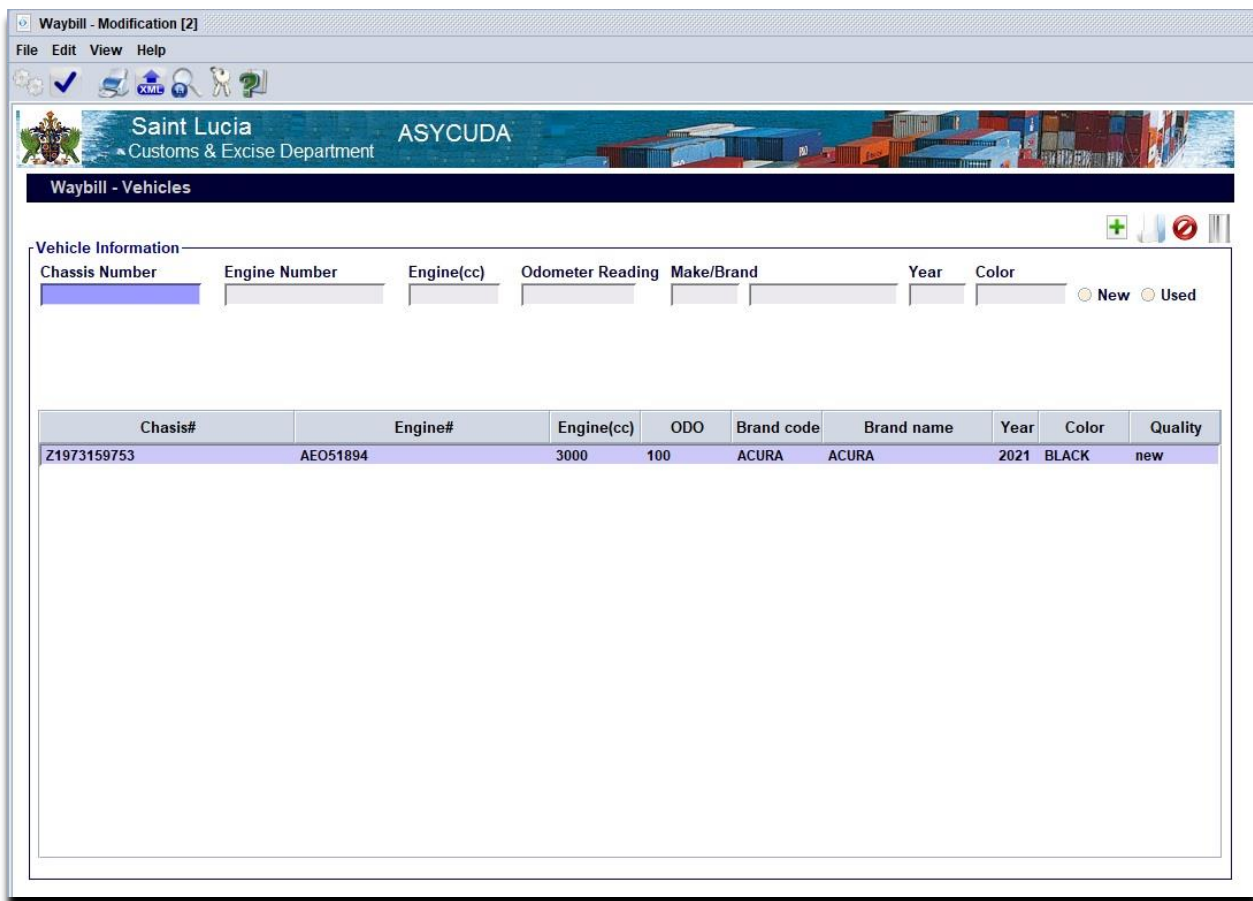
The vehicle segment will appear as illustrated in **figure 27**. Add the vehicle(s) information in the fields as required.

After keying in the vehicle information, selecting one of the following options will perform the following:

-  This option will add the vehicle to the vehicle list table.
-  This option will allow the user to retrieve a vehicle added to the table list and update its information. The user selects the  option again to save the updated information.

# ASYCUDA World-Cargo Manifest USER MANUAL

-  This option permits the user to cancel an update. The system will return the vehicle information to the list table without effecting any changes.
-  This option will delete the selected vehicle information from the list table.



Waybill - Modification [2]

File Edit View Help

Saint Lucia Customs & Excise Department ASYCUDA

Waybill - Vehicles

Vehicle Information

Chassis Number Engine Number Engine(cc) Odometer Reading Make/Brand Year Color ☐ New ☐ Used

Chasis#	Engine#	Engine(cc)	ODO	Brand code	Brand name	Year	Color	Quality
Z1973159753	AEO51894	3000	100	ACURA	ACURA	2021	BLACK	new

Figure 27: Vehicle segment page

After keying in all information into the vehicle page, verify the document. If no errors are presented, store or save changes to the waybill.

**N.B. The minimum information required to add a vehicle to a waybill are the Chassis Number, Make and Condition (New/Used).**

# ASYCUDA World-Cargo Manifest USER MANUAL

## 10. Splitting a Waybill

A house waybill may be split into different lines according to package type or commodities. This must not be confused with degroupage where you have many consignees.

The screenshot displays the 'Waybill - Modification [1]' window. The header includes the Saint Lucia Customs & Excise Department logo and the ASYCUDA title. The main section is titled 'Manifest - Waybill'. It contains several data entry fields organized into sections: 'Office of departure / arrival' (LCCAP, CASTRIES PORT), 'General Information' (Voyage number: TC0423, Date of departure: 07/01/2021, Date of arrival: 12/01/2021, Waybill reference number: TSCW54321, Waybill type: 710 BILL OF LADING, Master waybill number, Nature: 23, Last discharge, Registration number, Waybill line: 1, Place of loading: USPAB PALM BEACH, Place of unloading: LCCAS CASTRIES SEAPORT), 'Carrier' (TSCW, TROPICAL SHIPPING AND CONSTRUCTION, MIAMI, FLORIDA, UNITED STATES, Shipping agent: T0005251, TROPICAL SHIPPING CO.), 'Exporter/Shipper' (PETCO, MIAMI, FLORIDA, USA), 'Transport' (Mode: 1 SEA TRANSPORT, Identity: TROPIC CARIB, Nationality: VC SAINT VINCENT AND THE GRENADINES, Place of loading on current transport, Place of discharge from current transport), 'Notify' (empty field), and 'Consignee' (TEST IMPORTER). At the bottom, a navigation bar includes buttons for 'Waybill', 'Containers', 'Vehicle', 'Split', and 'Access'. A red arrow points to the 'Split' button.

Figure 28: Waybill split segment, click here




# ASYCUDA World - Cargo Manifest USER MANUAL



The waybill split process is explained below:


- I. Select the “**Split tab**” as shown in **figure 28** and input the necessary information. When the goods being split are from a container the system will prompt the user with the following message




**Select the green tick when the goods in this line will be discharged from the container. Otherwise select no.**

- II. Select the  icon in the document menu to add the line information in the list table below.
- III. To **update** or **remove** a specific split line from the list table, right click the line and select the appropriate option. The system will display


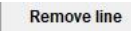
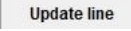



  on the selected line. Make the necessary

corrections and click the  icon to add the updated line back to the list

- IV. **Verify** the information entered by clicking the  icon in the document menu. If no errors are found

Line	Nbr. of pkg	Package code	Gross weight	Container number	Goods desc.	Marks & nb.	Rem. Pkg.	Rem. Wgt.	Unloaded
1	1	PK	50.00		CAT FOOD	C/O 54231	0	0.00	false

Figure 29: Waybill split page

- V. Select the  icon in the document menu to add the line information in the list below.
- VI. To **Remove or Update** a specific split line from the list, right click the line and select the appropriate option. The system will display   on the selected line. Make the necessary corrections and click the  icon to add the updated line back to the list
- VII. **Verify** the information entered by clicking the  icon in the document menu. If no errors are found proceed to save the changes to the waybill.
- VIII. N.B. The split must be **validated** by the Carrier Agent or Consolidator. **The Split Validation can only be performed after the manifest has been registered.** To validate the split, retrieve the waybill using the waybill finder (use of the finder is explained on page 29). Input the manifest **Office code, Voyage Number, Date of Departure** and **Waybill Reference** into the finder and right click the waybill. The option  should be selected.

# ASYCUDA World - Cargo Manifest USER MANUAL

- IX. Once the split has been validated, the “Agent Release” function must be performed by either the Carrier Agent or the Consolidator. This will release the waybill and allow the information to be entered for a Customs declaration.

## 11. Amending a Stored Waybill

A **Waybill** can be amended in two ways:

- I. One way is to access the waybill from the manifest. N.B. this option is only available to Carrier Agents and CO-Loaders.
- II. The other option is done by locating the waybill with the finder.

Using option number one, perform the following from within an opened manifest. Click the

**Bol** tab to get the list of Bills of Lading.

The system will display the list of Bills of Lading that are on the manifest.

Right click the desired waybill to reveal the options shown in **figure 30**. Select the “Modification” option to retrieve the stored waybill for changes.

N.B. A “**stored**” waybill can also be deleted using this option.

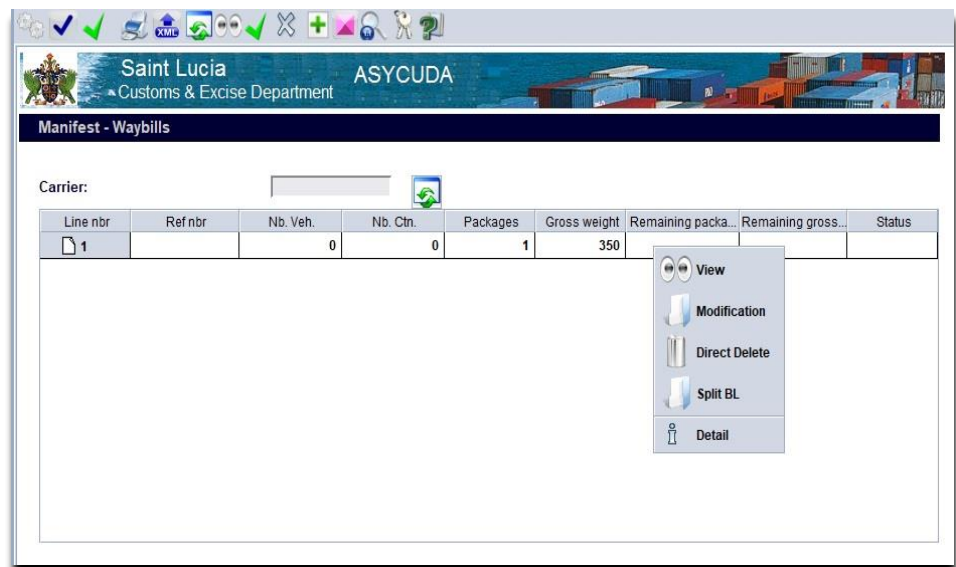


Figure 30: Waybill page

# ASYCUDA World - Cargo Manifest

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Using option number two. Access the document library and navigate to the following path:

**ASYCUDA >> Cargo Manifest >> Manifest Data Capture >> Manual Capture >> Waybill**

Right click the shortcut “Waybill” to reveal the function menu shown in **figure 31**.


From the menu select “Find”. The system will display the finder. Use of the finder is explained below. ***Skip to pages 29 & 30 to continue the waybill modification process if necessary.***

### The Document Finder Explained

The **finder** is a powerful search tool used throughout ASYCUDA. It provides the user with multiple options with which to retrieve documents on the server. It is divided into four columns. They are **1.Name 2. Criteria 3. Value #1 and 4. Value #2**.

Each Finder type will list the applicable fields for the document type within the **Name** column. Example **Manifest Finder** or **Waybill Finder**. The user is permitted to select various search **Criteria** options which suit the type of information inserted into the adjacent **Value #1 & #2** columns. Example if the information inserted into the said columns are exact, the criteria option selected should be “**equals**”. If the user is uncertain as to the exact values, he/she may select options such as “**starts with**” or “**contains substring**” and inserting the starting values or part of the values respectively.

In **figure 32** the criteria “**equals**” has been selected and the exact values have been keyed into the adjacent value fields.

By clicking the  icon at the bottom of the finder window or F3 key, the system will retrieve all records which match the criteria entered.

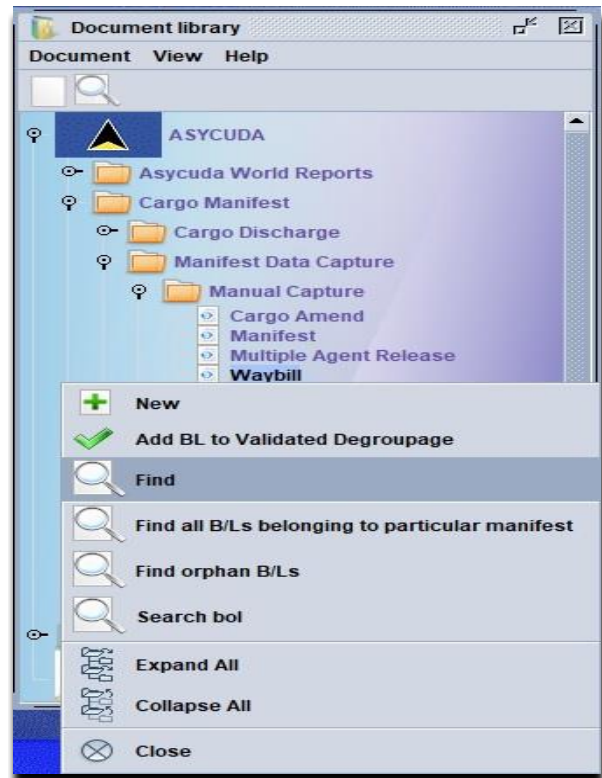


Figure 31: Waybill Finder

Name	criteria	value #1	value #2
Document Status	all		
Barcode	all		
Office code	equals	LCCAP	
Voyage number	equals	TC0423	
Date of departure	equal	07/01/2021	
Reg. Date	all		
Arrival Date	all		
B/L reference	equals	TSCW54321	
Parent B/L reference	all		
Registration Year	all		
Registration Number	all		
Place of loading	all		
Place of unloading	all		
Consignee Name	all		
Exporter/Shipper N...	all		
Goods Description	all		
Waybill type	all		
Number of containe...	all		
Agent name	all		
Shed code	all		
Rem. Nbr. Pkg.	all		
Nature	all		

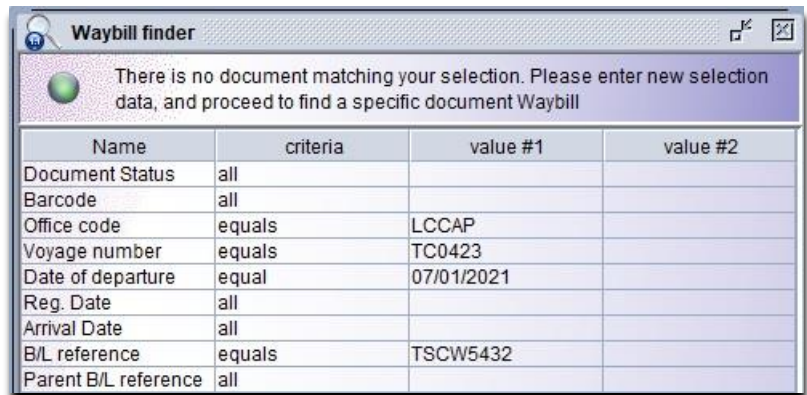
Figure 32: Waybill Finder with criteria

# ASYCUDA World - Cargo Manifest USER MANUAL


If no records matching the selected criteria or the values are found or if the values keyed in are invalid, the system will display an error message. See **figure 33**.

**Figure 33** shows an example where the finder was unable to retrieve any records based on the search criteria and the values entered by the user.

In such cases the user will be required to confirm the selected criteria and or values, make the necessary changes then retry the search.

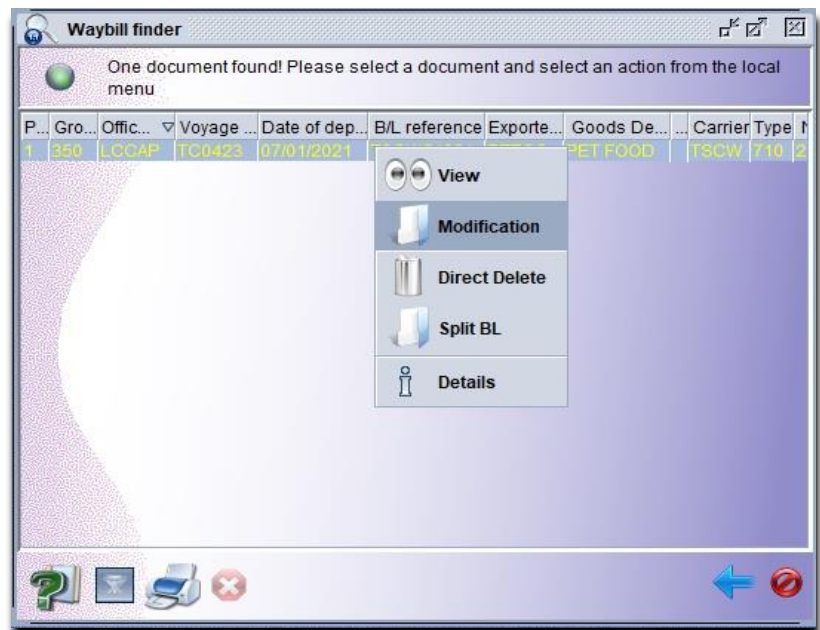


*Figure 33: Waybill Finder where no records were found*

**Figure 34** shows the result of the finder retrieving one record matching the criteria used in **figure 33**. Should the user require a change to the search criteria, clicking the  icon would return the finder to the search page.

Once the waybill(s) has been retrieved by the finder, right click the line to reveal the function menu. The option **“Modification”** will be listed for **“Stored”** waybills. Selecting this option will retrieve the waybill screen.

The user will be permitted to **“Delete”** the **“Stored”** waybill or make changes after which a verification check will be required. If no errors are displayed, the waybill changes may be saved.



*Figure 34: Waybill Finder with record found*

**N.B. use of this modification option will not update the Manifest General Segment page.**



# ASYCUDA World - Cargo Manifest USER MANUAL

## 12. Registering a Stored Manifest

ASYCUDA allows two options to “Register” a manifest. They are listed below

- II. Direct Register
- III. Registration from a manifest opened on screen.

### The “Direct Register” option:

Using the document Manifest Finder, navigate to the following path:

ASYCUDA >> Cargo Manifest >>  
Manifest Data Capture >> Manual  
Capture >> Manifest

Right-click the “**Manifest**” shortcut to reveal the function menu.

Select the option “**Find**”.

The system will display the “**Manifest Finder**”. Use of the “**Document Finder**” is explained in detail on pages 27 & 28 of this manual.

Using the finder, enter the relevant details in the search fields and retrieve the manifest.

Once the manifest is found, right click the record and select the option “**Direct Register**” as seen in figure 36.

If any errors are found on the “**Manifest**” or its’ “**Waybills**” during this process, the system will display them in an error message window. See figure 37. The error message displayed shows a conflict between the number of waybills listed in the “**Manifest general segment**” and those attached in the “**Bol**” tab.

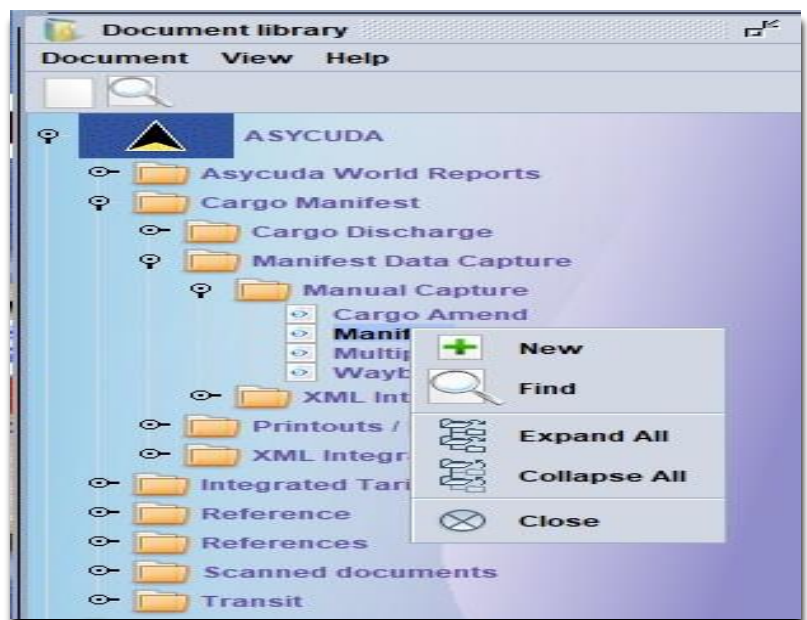


Figure 35: Manifest Finder in the document library

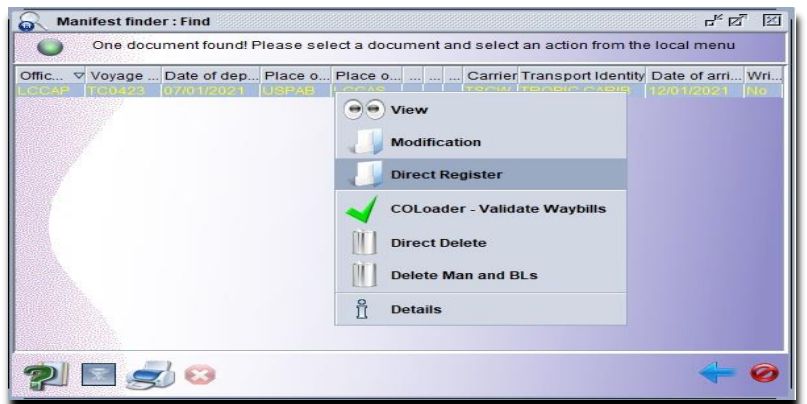


Figure 36: Direct Register option as seen in the manifest finder

# ASYCUDA World - Cargo Manifest USER MANUAL

Once all the errors are rectified, the “Direct Register” option may once again be used to register the manifest.



Figure 37: Example of an error found during the direct register process.

The system will display an information message confirming the registration of the manifest. The **Office Code, Year** and **Registration Number** will also be displayed in the message.

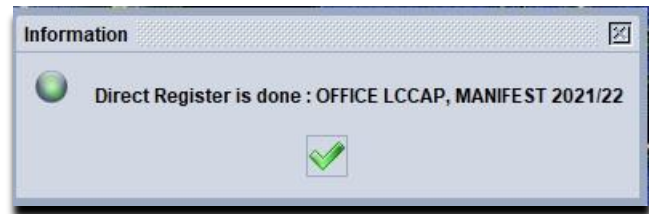



Figure 38: Direct registration confirmation message

## Registration from an “opened” manifest:

When working on an opened manifest, either during the completion process of a new manifest or after retrieving it from storage on the ASYCUDA server using the finder, the user will be required to verify the document for errors using the  option found in the document menu. See figure 39.

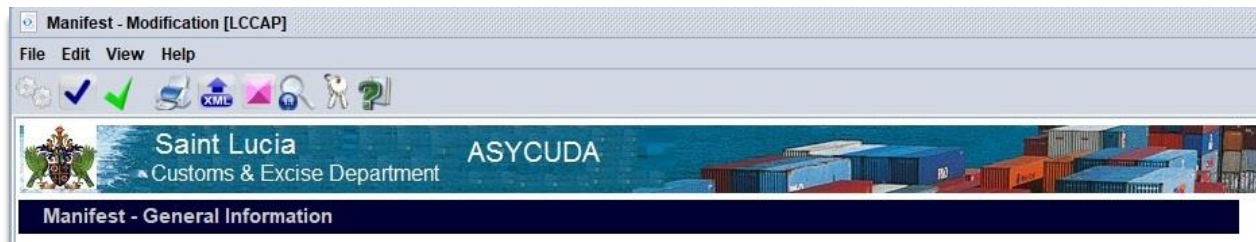



Figure 39: Manifest Document Menu

If no errors are displayed the manifest can be registered using the  option.

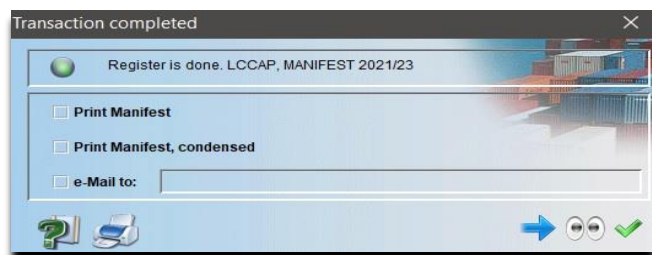


Figure 40: Registration confirmation message

# ASYCUDA World-Cargo Manifest USER MANUAL

## 13. Outturn reports

Discrepancies may be discovered during the cargo tally process. In such instances where the cargo reported on the manifest is found to be more or less than the tally, or other anomalies are discovered, the Carrier Agent is required to amend the manifest to reflect the changes. However, before any such amendments can be done to the manifest, an electronic **“Outturn Report”** must first be submitted to The Comptroller of Customs via the system.

**Outturn report conform:** Indicates that no differences were found between the manifest report and the cargo tally and no amendments are required.

**Outturn report – non conform:** This indicates that the result of the tally of the cargo was found to be different from the manifest report and permission has been granted to submit amendments.

Using the Manifest Finder (**use of the finder is explained on pages 27 – 28 of this user manual**) the user is required to retrieve the registered manifest.

The user is required to right-click the appropriate manifest record to reveal the function menu. Various options will be visible, however the **“Outturn Report not conform”** should be selected to begin the amendment process.

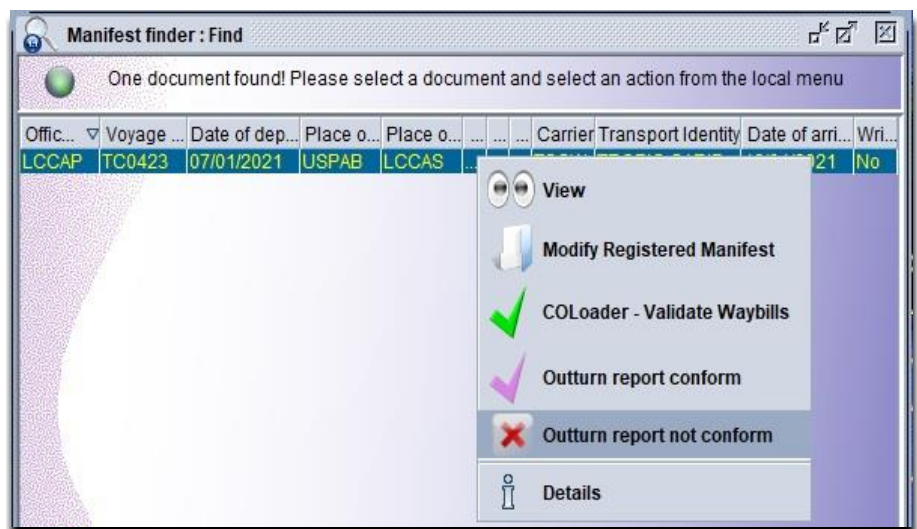


Figure 41: Function menu of manifest showing the outturn report

The system will display a message window confirming the submission of the **“Outturn Report”**. See **Figure 42**. The **Manifest Office Code, Registration Year and Registration Number** will also be displayed in the message.



Figure 41: Outturn report confirmation message

# ASYCUDA World - Cargo Manifest USER MANUAL

## 14. Amending a Registered Manifest

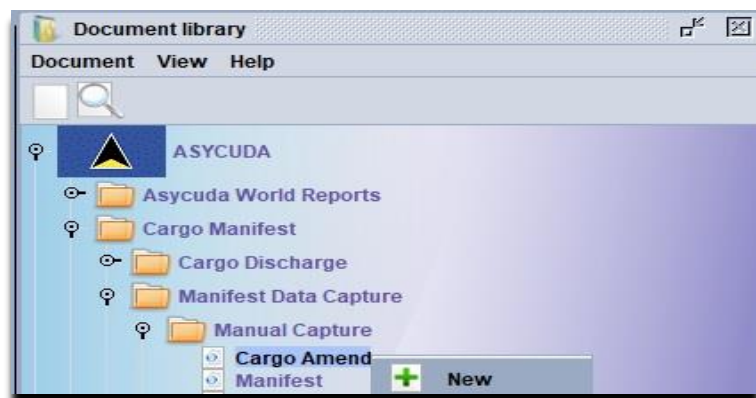
Carrier Agents, CO-Loaders and Consolidators are allowed to modify a registered manifest and its waybill(s) through the amendment option. However permission must be sought from the Comptroller of Customs to make such amendments after registration.

The amendment process is as follows:

In the document library, navigate to the following path:

**ASYCUDA >> Cargo Manifest >> Manifest Data Capture >> Manual Capture >> Cargo Amend.**

Right-click the short cut “Cargo Amend” and select “New” to create an application as shown in **figure 42**.



*Figure 42: New Cargo amend option*

The system will invoke the “Cargo Amend Request” document for completion by the user. See **figure 43**. Please Note that only one amendment type can be done at a time. Therefore where multiple amendments are required, the user will have to submit them separately.

The applicant is required to complete the initial fields listed below:

1. **Customs Office** – Border office where the vessel or aircraft discharged the cargo.
2. **Manifest Registration** – Insert the year and registration number assigned to the manifest when registered.
3. **Shipping Agent** – Insert the code of the Carrier Agent, CO-Loader or Consolidator responsible for requesting the modification to the manifest.
4. **Type of amendment(s)** – The system allows the applicant to select **multiple options** according to the type of modification request being submitted.
5. **Reason for amendments** – A free text field which affords the applicant the option to provide details regarding the request.
6. **Attached document** – The applicant may be required to provide supporting documentation for the request. Such documents maybe scanned and uploaded in this section of the application.



# ASYCUDA World - Cargo Manifest USER MANUAL

**Cargo Amend - New [LCCAP]**

File Edit View Help

**Saint Lucia**  
Customs & Excise Department ASYCUDA

**Cargo control amendments**

Customs office: LCCAP CASTRIES PORT

Application ID: T0005251 Submitted on: 2020 / 23

General Information

Search by: Manifest registration

Shipping agent: TROPICAL SHIPPING CO.

Type of amendment(s):

- ☐ Amend manifest (place of departure, master info, etc.)
- ☐ Amend waybill(s) (packages, weight, volume, freight etc.)
- ☐ Amend container(s) (reference, type, seals, etc.)
- ☐ Amend vehicle(s) (chassis, engine, model, etc.)
- ☐ Add waybill(s) to registered manifest
- ☐ Discharge waybill(s)
- ☐ Other amend

Reason for amendments

Attached document(s)

Code	File name	Status

Request

Figure 43: Cargo amend request segment

The amendment request permits the applicant the modification of **one** manifest at a time. However, as stated above, multiple modification types may be chosen. According to the types selected the system will open the corresponding tab(s) or segments at the bottom of the amendment page. See **figure 44**.

**Saint Lucia**  
Customs & Excise Department ASYCUDA

**Cargo control amendments**

Customs office: LCCAP CASTRIES PORT

Application ID: T0005251 Submitted on: 2020 / 23

General Information

Search by: Manifest registration

Shipping agent: TROPICAL SHIPPING CO.

Type of amendment(s):

- ☒ Amend manifest (place of departure, master info, etc.)
- ☒ Amend waybill(s) (packages, weight, volume, freight etc.)
- ☐ Amend container(s) (reference, type, seals, etc.)
- ☐ Amend vehicle(s) (chassis, engine, model, etc.)
- ☒ Add waybill(s) to registered manifest
- ☐ Discharge waybill(s)
- ☐ Other amend

Reason for amendments

CARGO OVER LANDED

Attached document(s)

Code	File name	Status
	tally of 10th February 2021.pdf	

Request Amend Manifest Amend Waybill(s) Add Doc

Figure 44: Cargo amend request featuring multiple segments




**N.B.** To close a tab/segment, untick the option from the “Type of amendment(s)” section.

# ASYCUDA World - Cargo Manifest USER MANUAL

## Types of amendments

### Amend manifest (place of departure, master info, etc.)

Once selected this option will invoke the “Amend Manifest” tab/segment: The system will open the manifest amendment page and grant the following options:

1.  This option allows the applicant to view the manifest in its current state prior to modification.
2. Options – Select from the list, a field on the manifest general segment that is intended to be changed
3. Current Value – The system will display the current information which has been entered into the selected field.
4. New Value – Key in the replacement data that is intended for the selected field
5.  – Once completed click this icon to add the changes to the list table.
6. If required, right click a line within the list table and select the “delete” option to remove it.
7. Once completed click the  option to submit the application

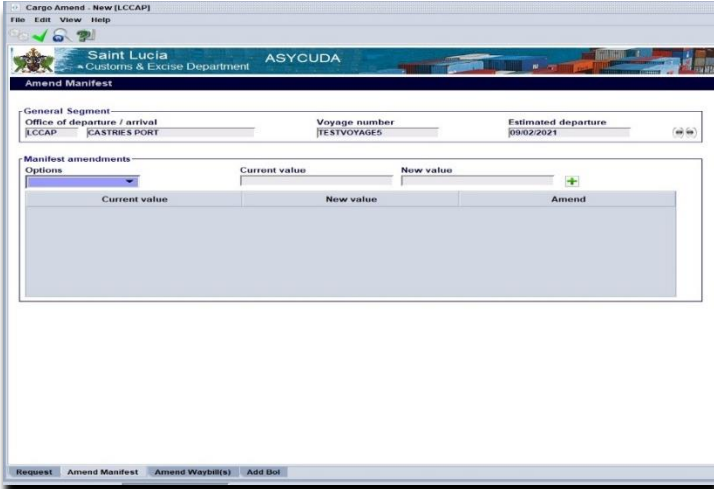


Figure 45: Manifest amendment segment

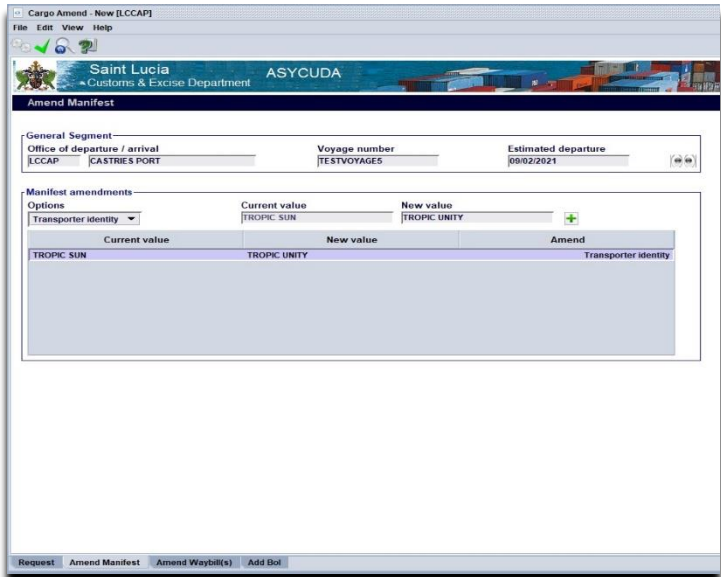





Figure 46: Manifest amendment segment with changes

# ASYCUDA World - Cargo Manifest USER MANUAL

## Amend waybills (packages, weight, volume, freight, etc.)

Once selected this option will invoke the “Amend waybill” tab/segment: The system will open the waybill amendment page and grant the following options:

1. Waybill Reference – Key in the waybill number
2.  Click this icon to view the waybill in its current state prior to modification.
3. Options – Select from the list, a field on the waybill that is intended to be changed
4. Current Value – The system will display the current information which has been entered into the selected field.
5. New Value – Key in the replacement data that is intended for the selected field
6.  – Click this icon to add the change(s) to the list table.
7. If required, right click a line within the list table and select the “delete” option to remove it.
8. Once completed click the  option to submit the application

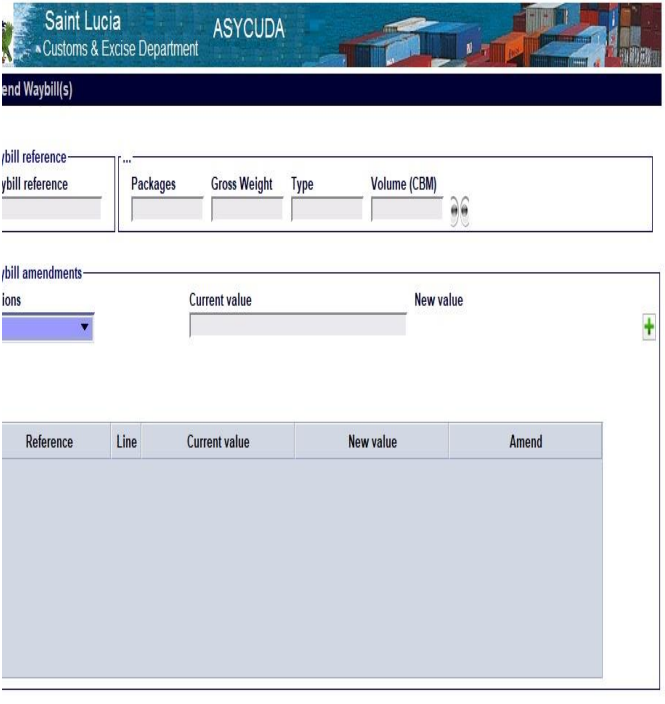


Figure 47: Waybill amendment segment



Reference	Line	Current value	New value	Amend
SCW13216026	0	50.35	75	Volume (CBM)
SCW13216026	0	MASSY STORES (SLU) LTD.	TEST IMPORTER	Consignee name

Figure 48: Waybill amendment segment with changes

# ASYCUDA World - Cargo Manifest USER MANUAL

## Amend container(s) (reference, type, seals, etc.)

Once selected this option will invoke the “Amend Container(s)” tab/segment: The system will open the container amendment page and grant the following options:



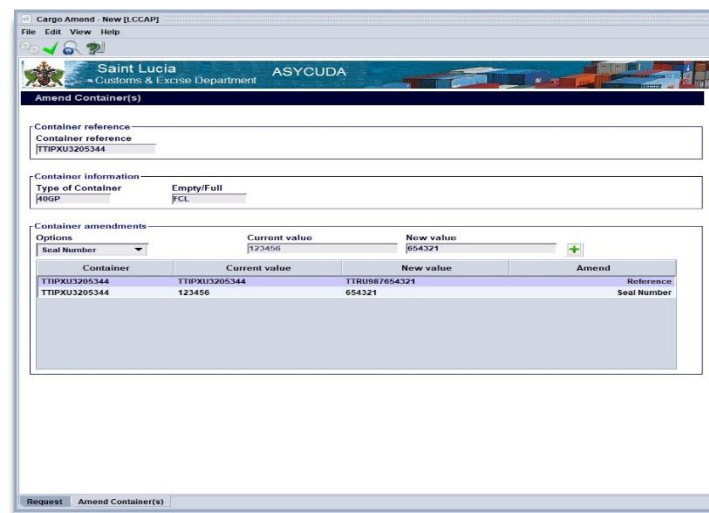
1. Container reference – Input the container number
2. Options – Select from the list, a field from the container page that is intended to be changed
3. Current Value – The system will display the current information which has been entered into the selected field.
4. New Value – Key in the replacement data that is intended for the selected field
5.  Amend – Once completed click this icon to add the changes to the list table.
6. If required, right click a line within the list table and select the “delete” option to remove it.
7. Once completed click the  option to submit the application.



Figure 49: Container amendment segment





Container	Current value	New value	Amend
TTIPXU3205344	123456	1181987654321	
TTIPXU3205344	123456	654321	

Figure 50: Container amendment segment with changes

# ASYCUDA World - Cargo Manifest USER MANUAL

## Amend Vehicle(s) (chassis, engine, model, etc.)

Once selected this option will invoke the “Amend Vehicle(s)” tab/segment: The system will open the vehicle amendment page and grant the following options:



1. Waybill reference – Input the waybill number containing the vehicle information.
2. Options – Select from the list, a field from the vehicle page that is intended to be changed
3. Current Value – The system will display the current information which has been entered into the selected field.
4. New Value – Key in the replacement data that is intended for the selected field
5.  – Once completed click this icon to add the changes to the list table.
6. If required, right click a line within the list table and select the “delete” option to remove it.
7. Once completed click the  option to submit the application.

Figure 51: Vehicle amendment segment

Figure 52: Vehicle amendment segment with changes



# ASYCUDA World - Cargo Manifest USER MANUAL

## Add waybill(s) to registered manifest

Once selected this option will invoke the “Add Bol” tab/segment: The system will open the “Request to Add Waybills” page and grant the following options:


1. Office Code – The system will display the office code for the manifest. This information is inherited from the request page of the amendment.
2. Voyage Number – The system will display the manifest’s voyage number. This information is inherited from the request page of the amendment.
3. Date of Departure – The system will display the manifest’s date of departure. This information is inherited from the request page of the amendment.
4. Bl.reference – The applicant is required to insert the characters for the reference for the new bill of lading into this field.
5.  - Once completed click this icon to add the changes to the list table. Multiple waybills may be added to the registered manifest by repeating steps 4 & 5.
6. Once the waybill (s) has been added to the list table, **right click** the appropriate waybill line to reveal the “add waybill to registered manifest” or “delete” options.

Figure 53: Add New Bill of lading reference segment

Figure 54: Add New Bill of lading reference segment with changes

# ASYCUDA World - Cargo Manifest USER MANUAL

7. Select the option “add waybill to registered manifest” to open the new waybill for completion. This new waybill will inherit the reference information which the user keyed into the previous screen.

Figure 55: Add New Bill of lading reference segment showing the options: 1.Add BL to reg. manifest 2.Delete



8. Complete all the necessary fields within the waybill. Verify the validity of the information entered by selecting the  option. If no errors are displayed, select the  option to save the waybill.


Figure 56: Blank Bill of lading invoked for completion.

# ASYCUDA World - Cargo Manifest USER MANUAL

9. The system will display the message screen shown in **figure 57**. Select the green tick to close the message and return to the amendment page.



Figure 57: Add BL to registered manifest amendment.

10. At the amendment page, select the  option within the top menu to submit the application.

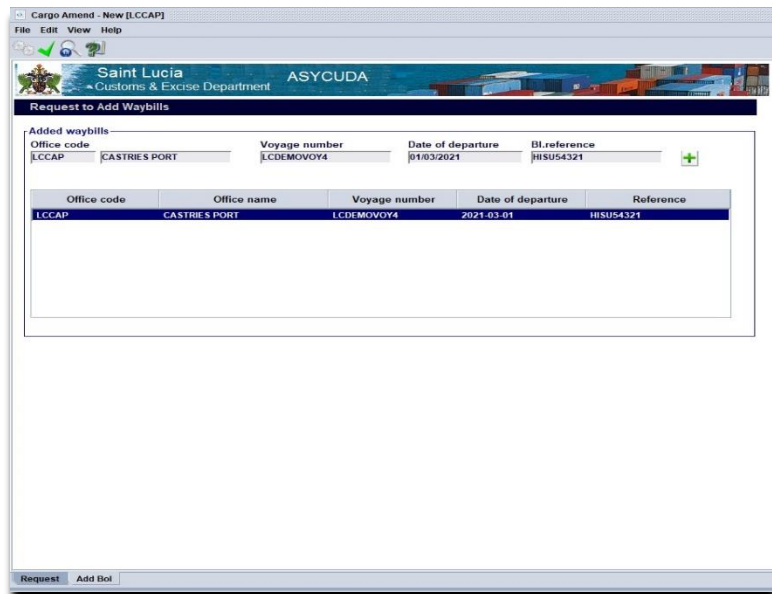


Figure 58: Add BL to registered manifest amendment page

11. The system will display a message as seen in **figure 59** indicating the completion and submission of the amendment application. If 72 hours has elapsed after manifest registration, the application must be assessed by Customs before it is approved and the changes to the manifest is accepted.



Figure 59: Amendment application submission completion message. Note the message "ASSESS REQUIRED" is also displayed



# ASYCUDA World - Cargo Manifest USER MANUAL

## 15. Releasing a Waybill (Multiple Agent Release)

The **Carrier Agent** or **Consolidator** must perform “Agent Release” of all waybills (B/L) to permit it's usage by the broker or clerk.

Select the following path below:

**ASYCUDA >>> Cargo Manifest >>> Manifest Data Capture >>> Multiple Agent Release;**  
Right-click and select the option: Multiple Agent Release

Multiple Agent Release - Multiple Agent Release

File Edit View Help

Saint Lucia  
Customs & Excise Department

ASYCUDA

Multiple Agent Release

Search criteria

Office [dropdown]  
Registration year [text]  
Registration number [text]

Selection Option

Select by B/L reference [text]  
Select by Line number [text]

Waybills With No Agent Release

B/L reference	B/L line	Consignee
---------------	----------	-----------

Waybills Selected For Agent Release

B/L reference	B/L line	Consignee
---------------	----------	-----------

Figure 60: Multiple Agent Release blank form

The system will display the Multiple Agent Release form for completion. See **figure 60**.

The user is required to insert the following information into the Search Criteria Section:

- Office – Select the Office Code where the manifest was registered.
- Registration Year – Input the year the manifest was registered.
- Registration Number – Input the manifest registration number.

The system will then verify the **ownership of the waybills** against the user's account and grant access to a list of waybills which have not yet been released.

# ASYCUDA World - Cargo Manifest USER MANUAL

The user may scroll through the waybill list and select the waybills to be released, click the blue arrows to add or remove them from the “selected list” window. The user may also key in the waybill reference or line number directly into the “Selection Options” section of the form.

**Multiple Agent Release - Multiple Agent Release**

File Edit View Help

Saint Lucia  
Customs & Excise Department

ASYCUDA

**Multiple Agent Release**

**Search criteria**

Office: LCCAP CASTRIES PORT

Registration year: 2021

Registration number: 11

**Selection Option**

Select by B/L reference

Select by Line number

**Waybills With No Agent Release**

B/L reference	B/L line	Consignee
TSCW13216026	1	MASSY STORES (SLU) LTD.
TSCW13232748	2	MASSY STORES (SLU) LTD.
TSCW13259206	8	MASSY STORES (SLU) LTD.
TSCW13260489	9	T&T PRODUCE (IMPORT/EXPORT...
TSCW13262171	10	ST LUCIA COLD STORAGE
TSCW13265832	11	MASSY STORES (SLU) LTD.
TSCW13268499	12	FANCY FOODS
TSCW13270248	13	GODDARDS CATERING GROUP S...
TSCW13270248	14	MASSY STORES (SLU) LTD.

**Waybills Selected For Agent Release**

B/L reference	B/L line	Consignee
TSCW13245247	5	ANSE CHASTANET HOTEL

Figure 61: Multiple Agent Release Form showing examples of waybills for release

On selecting the list of waybills for release, the user is required to select the option. The system will display a confirmation message indicating the number of waybills selected for release. See **figure 62**. The user is required to select the option to accept and process the releases.

Once confirmed the system will display the acknowledgment screen thereby finalising the process. See **figure 63**.

**Confirmation**

1 waybills selected  
Do you want to proceed?

Figure 62: Confirmation message indicating the number of waybills selected for release.

**Message**

Multiple Agent Release was successful

Figure 63: Multiple agent release successful.

# ASYCUDA World-Cargo Manifest USER MANUAL

## 16. Degroupage

Degroupage is the process by which a Master Bill of Lading for a shipment is deconsolidated.

The process is as follows:

Navigate the document library to the following path:

**ASYCUDA >>> Cargo Manifest >>> Manual Capture >>> Waybill**

Right-click the shortcut Waybill and select the option “New”.

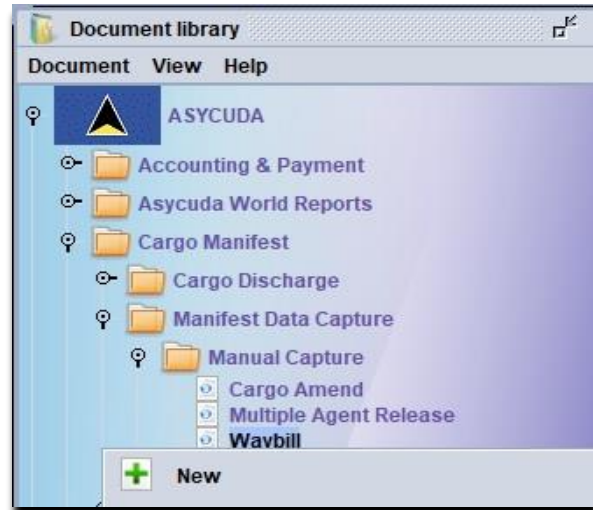


Figure 64: New Waybill Option.

The system will display a blank waybill screen for completion. See figure 65.

Insert the following information to link the waybill to the Manifest and Master Waybill for degroupage:

Office Code, Voyage Number, Date of departure and Master Waybill Reference Number.

A screenshot of a web application window titled 'Waybill - New [n/a]'. The window has a menu bar with 'File', 'Edit', 'View', and 'Help'. Below the menu bar is a toolbar with icons for XML, XSL, and other functions. The main content area has a header with the Saint Lucia flag and the text 'Saint Lucia Customs & Excise Department ASYCUDA'. Below the header is a section titled 'Manifest - Waybill'. The form contains several input fields and labels: 'Office of departure / arrival' (dropdown menu), 'General Information' (section header), 'Voyage number' (text field), 'Date of departure' (text field), 'Date of arrival' (text field), 'Time of arrival' (text field), 'Registration number' (text field), 'Waybill reference number' (text field), 'Waybill type' (text field), 'Nature' (text field), 'Last discharge' (text field), 'Waybill line' (text field), 'Master waybill number' (text field), 'UCR' (text field), 'Place of loading' (text field), and 'Place of unloading' (text field).

Figure 65: Blank Waybill

# ASYCUDA World - Cargo Manifest

## USER MANUAL

The system will display a blank waybill screen for completion. See figure 65.

Insert the following information to link the waybill to the Manifest and Master Waybill for degroupage:

Office Code, Voyage Number, Date of departure and Master Waybill Reference Number.

Once the accurate information is keyed into these fields, the system will display inherited data from the manifest accordingly. See figure 66.

Waybill - New [n/a]

File Edit View Help

Saint Lucia ASYCUDA  
Customs & Excise Department

Manifest - Waybill


Office of departure / arrival  
LCCAP CASTRIES PORT



General Information

Voyage number voyage number	Date of departure 12/01/2021	Date of arrival 20/01/2021	Time of arrival 18:00	Registration number 2021 / 11
Waybill reference number	Waybill type	Nature	Last discharge 20/01/2021	Waybill line 61
Master waybill number master waybill number		UCR		
Place of loading USPAB PALM BEACH		Place of unloading LCCAS CASTRIES SEAPORT		

Figure 66: Waybill displaying inherited manifest information

The user is required to complete all applicable fields of the waybill form. The “Manifest Field Guide – Bill of lading segment” may be used as a reference. N.B. All degrouped Waybills must be equal to the following: Master Bill of Lading quantity of packages, weight, total number of containers (including total container packages), total number of vehicles etc.

On completing the waybill the user must verify the accuracy of the information entered, correct any errors displayed by the system then save the Waybill by selecting the  option in the menu.

The system will display the “Store done” message. The user may select the  option. This will open a new blank Waybill for completion. However if all Waybills have been added for degroupage, the user is required to select  to close the message.



# ASYCUDA World-Cargo Manifest USER MANUAL

## Validating the degroupage.

The user is required to complete degroupage process through validation. This will permit the write-off of the degrouped Waybills. However the shipping agent must have provided the “**Agent Release**” to allow for the validation of the degroupage. Once this has been granted.

Navigate the document library to the following path:

**ASYCUDA >>> Cargo Manifest >>> Manifest Data Capture >>>Manual Capture >>>Waybill**

Right Click the shortcut “Waybill” and select the option “Find”.

At the finder screen, insert the Master Waybill Reference into the B/L Reference field and select the search icon.

The system will display the Waybill information in a line format.

Right-click the line to reveal the option “Validate Degroupage”.

Select the option, the system will display a message indicating that the validation has been successful.

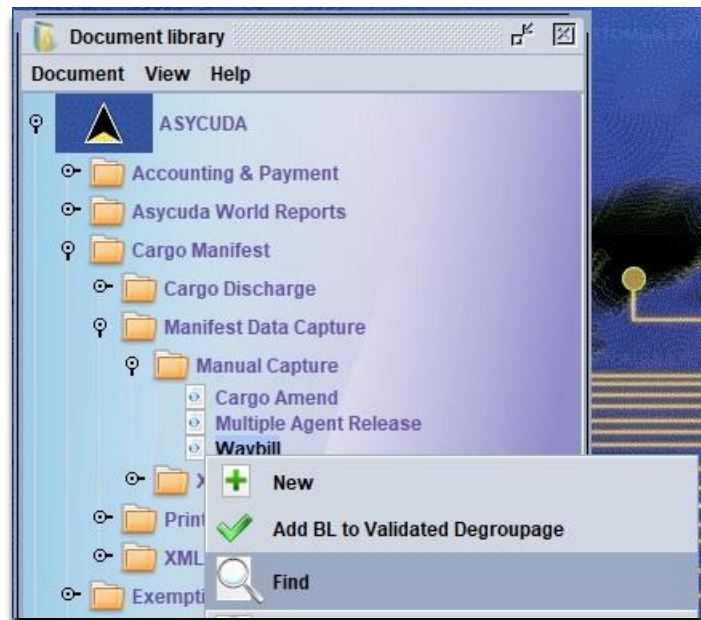


Figure 67: Waybill Find option

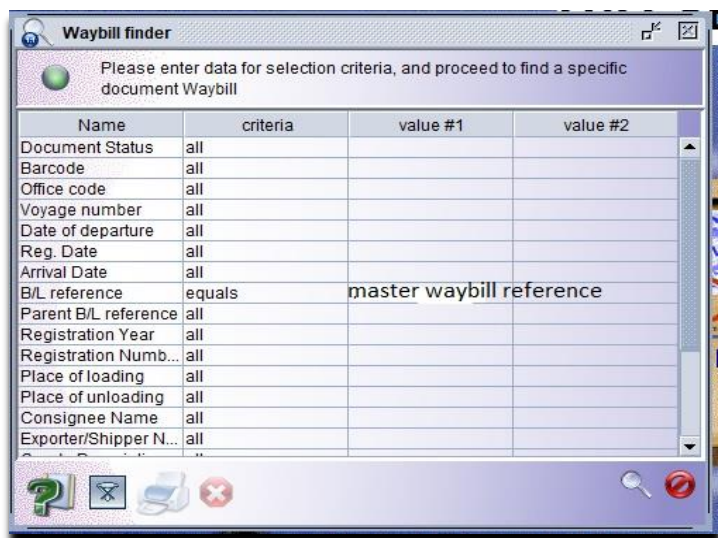


Figure 68: Waybill Finder

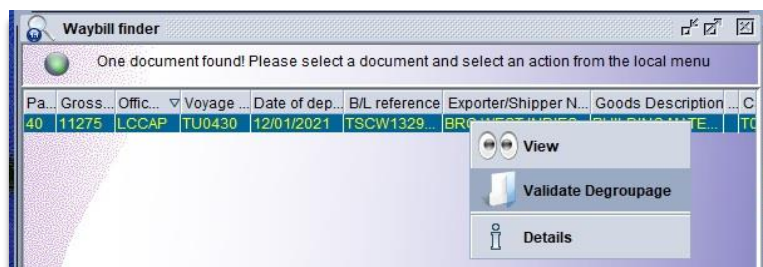


Figure 69: Validate Degroupage option



# ASYCUDA World - Cargo Manifest USER MANUAL

## 17. XML Integration: Full Cargo & Degroupage

### Full Cargo XML File

The XML Integration option of capturing a manifest allows the user to load or import an XML file that has been generated by the Carrier's system into ASYCUDA World.

### XML Manifest

Step 1. Select the Full Cargo Integration (FCI) option.

Navigate the document library using the following path:

**ASYCUDA >>> Cargo Manifest >>> Manifest Data Capture >>> XML Integration >>> Full Cargo**

Right-click the short cut "Full Cargo" and select "Full Cargo Integration" as shown in figure 70.



Figure 70: Full Cargo Integration option

A screenshot of the 'Full Cargo - Full Cargo Integration' dialog box. The title bar says 'Full Cargo - Full Cargo Integration' with 'File', 'Edit', 'View', and 'Help' menus. The main area has a header with the Saint Lucia Customs & Excise Department logo and 'ASYCUDA' text. Below the header is a section titled 'Full Cargo XML Integration'. It contains a 'Select an XML File' text box with a search icon to its right. Below this is a 'General Segment Information' section with a table of input fields: Customs Office, Voyage Number, Date of Departure, Total Coloaders, Waybills, Packages, Containers, Gross Mass, and Vehicles. A red arrow points from the search icon in this dialog to the search icon in the 'Select an XML File' text box of the dialog shown in Figure 71.

Figure 71: Full Cargo Integration dialog box

Click the search icon to locate the XML file. A dialog box will be opened as shown in figure 72 to permit the search for a file. Click to open the desired file. The file path will be inserted in the full Cargo Integration page.

# ASYCUDA World-Cargo Manifest USER MANUAL

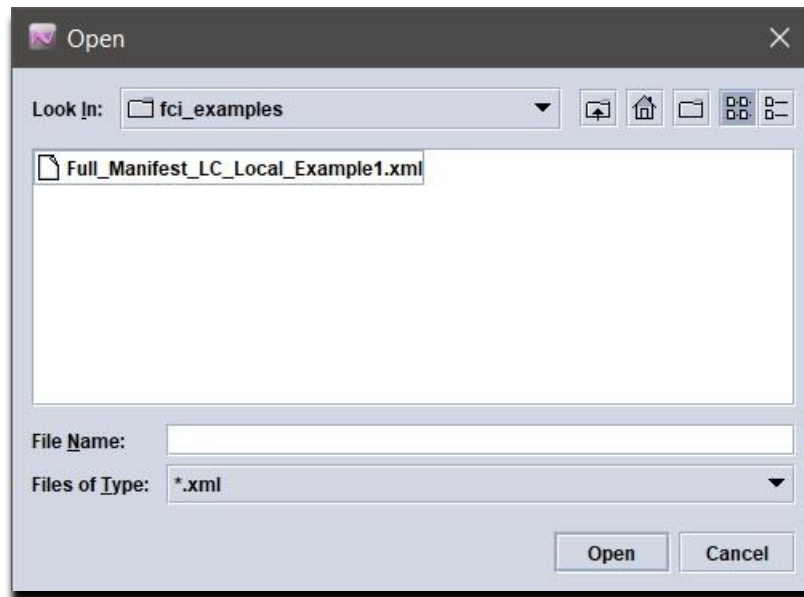



Figure 72: XML document search dialog box

## Checking XML content.

Step 2. Click the  icon in the menu to check the XML content. A valid XML file will automatically populate the fields in the dialog box and return a message stating “Check done: xml valid”. Where errors are detected, a PDF file indicating the errors will be displayed. If applicable, address the error(s) and check the XML content again.

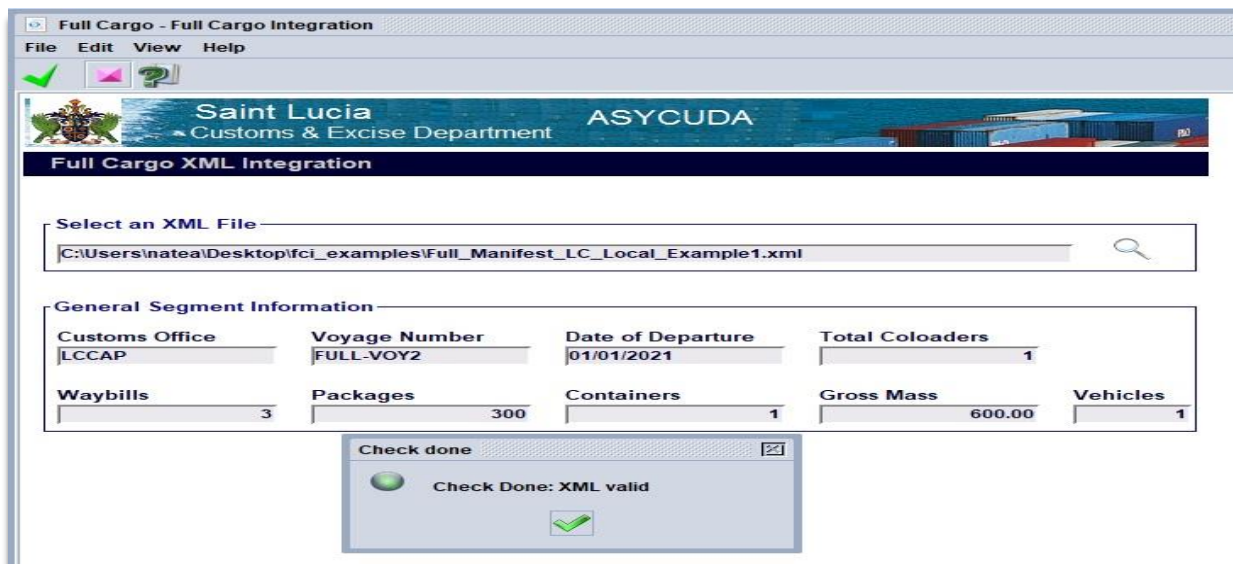



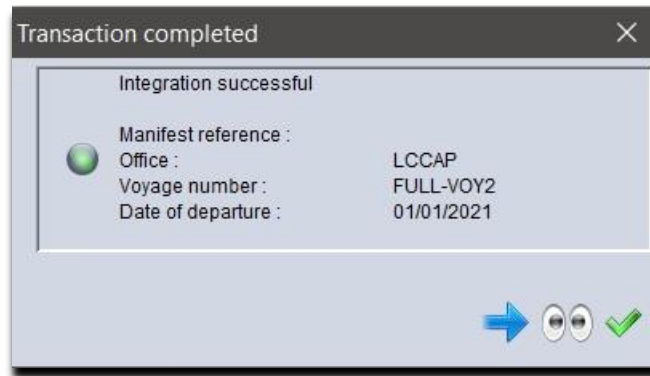


Figure 73: Valid xml content message

# ASYCUDA World - Cargo Manifest USER MANUAL

## Saving and Storing.

Step 3. Click on the  icon to “save” and “store” the full manifest. The system will display a message indicating “Integration Successful”. It will also display the manifest reference information as seen in figure 74. The user may select the  icon to continue uploading other XML files or select  to close the message.



*Figure 74: Successful integration message*

## Registering the Full Cargo Manifest XML File.

Step 4. The integrated (stored) manifest must first be retrieved using the manifest finder. The use of the manifest finder is explained on pages 27 and 28 of this manual. At this point, any information which was missed may now be added to the manifest. The stored manifest may be modified accordingly. Once all relevant information has been added, the manifest may be “Registered”. See page 29 of this manual, registering a stored manifest.

# ASYCUDA World - Cargo Manifest USER MANUAL

## Degroupage XML File

The XML Integration option of capturing degrouped waybills allows the user to load or import an XML file that has been generated by the Cargo Consolidator's system into ASYCUDA World.

## XML Degroupage

Step 1. Select the Degroupage Integration option.

Navigate the document library using the following path:

**ASYCUDA >>>Cargo Manifest >>>Manifest Data Capture >>> XML Integration >>> Degroupage**

Right click the short cut "Degroupage" and select "Degroupage Integration" as shown in figure 75.

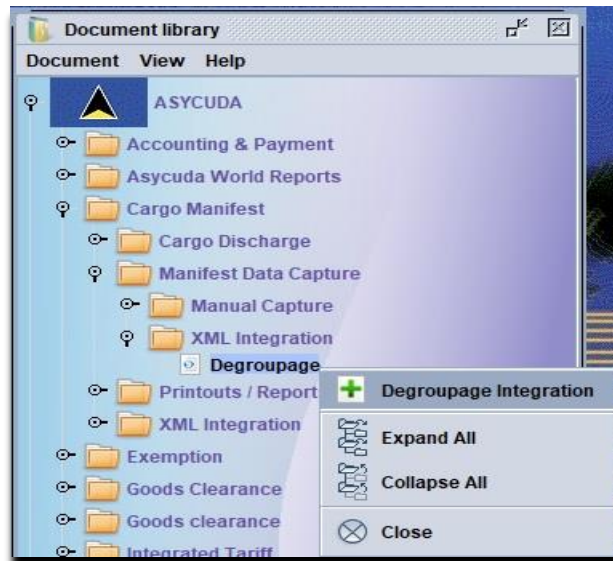


Figure 75: Degroupage Integration option

A screenshot of the 'Degroupage - Degroupage Integration' dialog box. The window has a title bar and a menu bar with 'File', 'Edit', 'View', and 'Help'. The main area has a header with 'Saint Lucia Customs & Excise Department' and 'ASYCUDA'. Below the header, there is a section titled 'Degroupage'. It contains a text field labeled 'Select an XML File' with a search icon to its right. Below this is a section titled 'Master Document Information' with a table of input fields: Customs Office, Voyage Number, Date of Departure, Master Waybill, Packages, and Gross Mass. At the bottom is a section titled 'XML - Total Number of' with a table of input fields: Waybills, Packages, Containers, Gross Mass, and Vehicles.

Figure 76: Degroupage Integration dialog box

Click the search icon to locate the XML file. A dialog box will be opened as shown in figure 76 to permit the search for a file. Click to open the desired file. The file path will be inserted in the Degroupage Integration page.

# ASYCUDA World - Cargo Manifest USER MANUAL

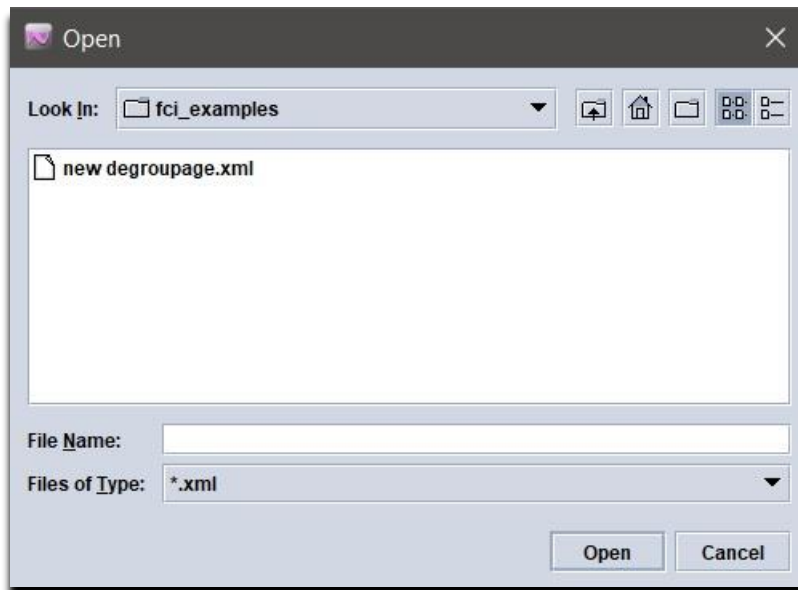



Figure 77: XML document search dialog box

## Checking the XML content.

Step 2. Click the  icon in the menu to check the XML content. A valid XML file will automatically populate the fields in the dialog box and return a message stating “Check done: xml valid”. Where errors are detected, a PDF file indicating the errors will be displayed. If applicable, address the error and check the XML content again.

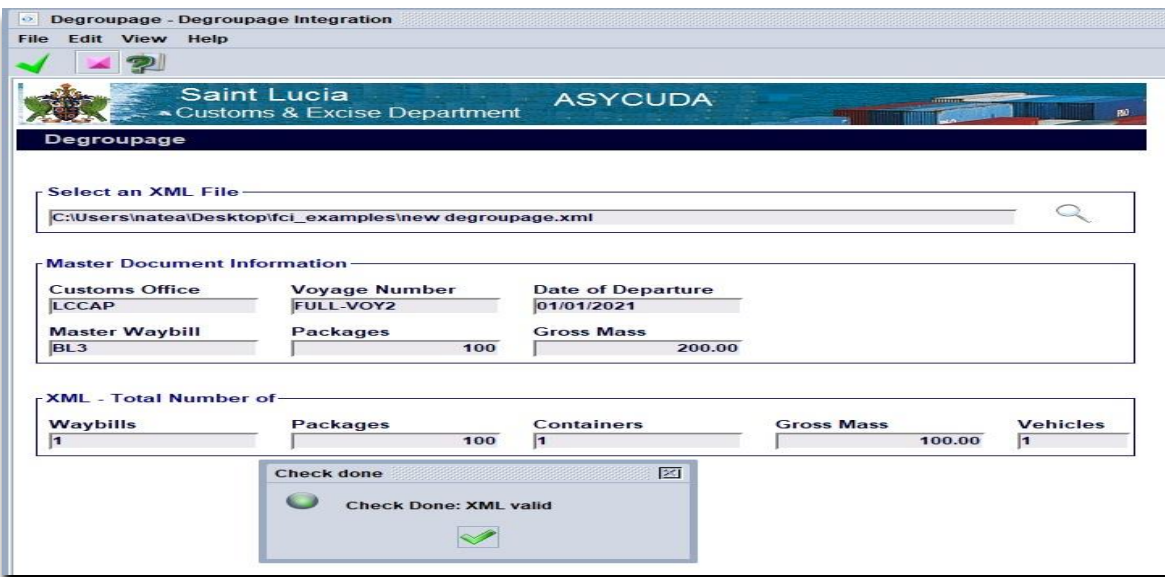





Figure 78: Valid xml content message



# ASYCUDA World - Cargo Manifest USER MANUAL

## Saving and Storing the XML degroupage.

Step 3. Click on the  icon to “save” and “store” the waybill(s). The system will display a message indicating “Integration Successful”. It will also display the manifest reference information as seen in figure 79. The user may select the  icon to continue uploading other XML files or select  to close the message.

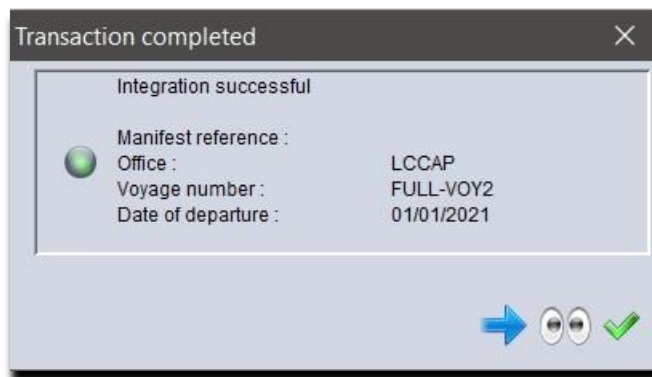


Figure 79: Successful integration message

## Validating the XML degroupage.

Step 4. The integrated (stored) waybills degroupage must be “Validated” and “Agent Release” granted before they can be utilised by the broker.

See page 45 of this manual where degroupage validation is explained and see page 41 where the agent release function is further explained.

# ASYCUDA World-Cargo Manifest USER MANUAL

## 18. Waybills Location

The Waybill Location feature permits the user to change the goods location assigned to multiple waybills through a single interface.

Navigate the Document Library by using the following path:

**ASYCUDA >>> Cargo Manifest >>> Cargo Discharge >>> Waybills Location**

Right click the shortcut “Waybills Location” and select the option: Waybills Location

The system will display a blank “Waybills location” form for completion. See figure 81.

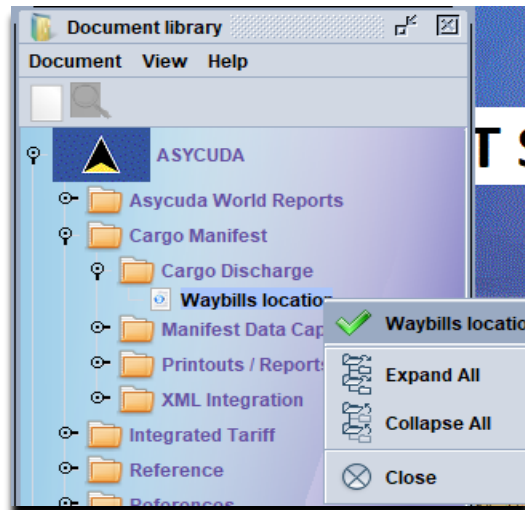


Figure 80: Waybills location shortcut

A screenshot of the 'Waybills location - Waybills location' form. The form has a header with the Saint Lucia Customs & Excise Department logo and the ASYCUDA logo. Below the header, there is a 'Search criteria' section with fields for 'Office' (a dropdown menu), 'Registration year', 'Registration number', and 'Select by B/L reference'. Below this is a 'List of waybills' section with a table that has columns: B/L reference, B/L line, No. of packages, and Gross weight. To the right of this table is a 'Selected waybills' section with a similar table. Between the two tables are blue arrows pointing in both directions. At the bottom, there is a 'New location of goods' section with a 'Location' field.

Figure 81: Blank Waybills Location form.

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Insert the manifest  
Office code,  
Registration Year  
and Registration  
Number.

If valid, the system  
will display the  
waybills for which  
the user's associated  
profile is authorised  
to access.

Figure 82: Waybills Location dialog box showing manifest data

The user must select the  
waybills displayed in the  
“List of waybills” column.

By selecting the  
arrows, the system will  
enable the user to add  
the selected waybills to  
the “Selected Waybills”  
column. See figure 83.

Figure 83: Selected waybill added the list

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The user is now required to select the new location from the drop down list provided. Once selected the system will display the location code and description. See figure 84.




New location of goods

Location CAS6 SHED 6

Figure 84: New goods location option

Finalize the process by selecting the  in the menu.

The system will display a confirmation message.

See figure 85. Select  to accept and submit.

Once submitted, a message displaying “Waybills Location was successful” will be displayed. See figure 86.

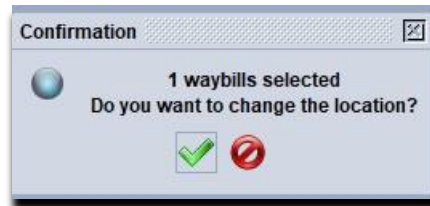


Figure 85: Confirmation message

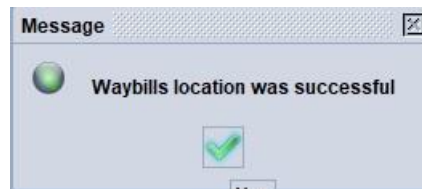


Figure 86: Waybills location message

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## 19. Printing a Manifest, Waybills or Simplified Declaration forms

### Step 1: Print Full Cargo Manifest

Navigate the document library, by using the following path:

ASYCUDA >>> Cargo Manifest >>>  
Printouts / Reports >>> Printouts >>>  
Full Cargo

Right Click the option “Full Cargo” and select “Print”

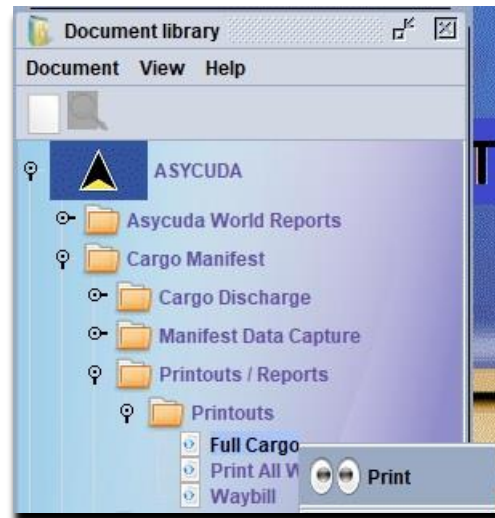


Figure 87: Full cargo print option

The system will display a dialog screen requiring the following information:


**Customs Office Code**

**Voyage Number**

**Date of Departure**

Insert the relevant information as illustrated in figure 88.

**N.B. Do not complete the “Master waybill” field requirement at this time.**

Select the  icon. The system will display the full manifest document in a printer friendly format. Select your desired local printer to continue the process.

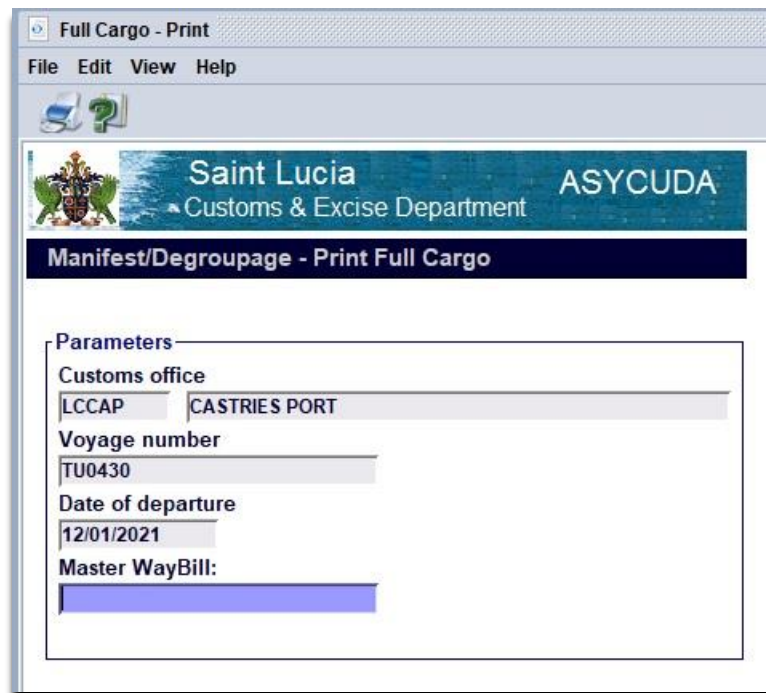


Figure 88: Full cargo print dialog screen



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## Step 2: Print All Waybills

Navigate the document library, by using the following path:

ASYCUDA >>> Cargo Manifest >>>

Printouts / Reports >>> Printouts >>>

Right Click the option “Print All Waybills” and select “Print”

The system will display a dialog screen requiring the following information:

**Customs Office Code**


**Voyage Number**

**Date of Departure**

**Master Waybill**

Insert the relevant information as illustrated in figure 90.

**N.B. Selecting the option, “Print Simplified Declaration” will display the said forms with all relevant information already inserted for printing.**

Select the  icon. The system will display the full desired documents in a printer friendly format. Select your desired local printer and continue the process.

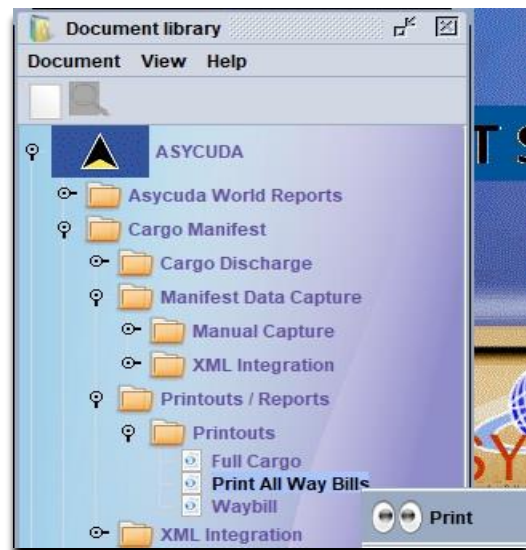


Figure 89: Print all waybills option

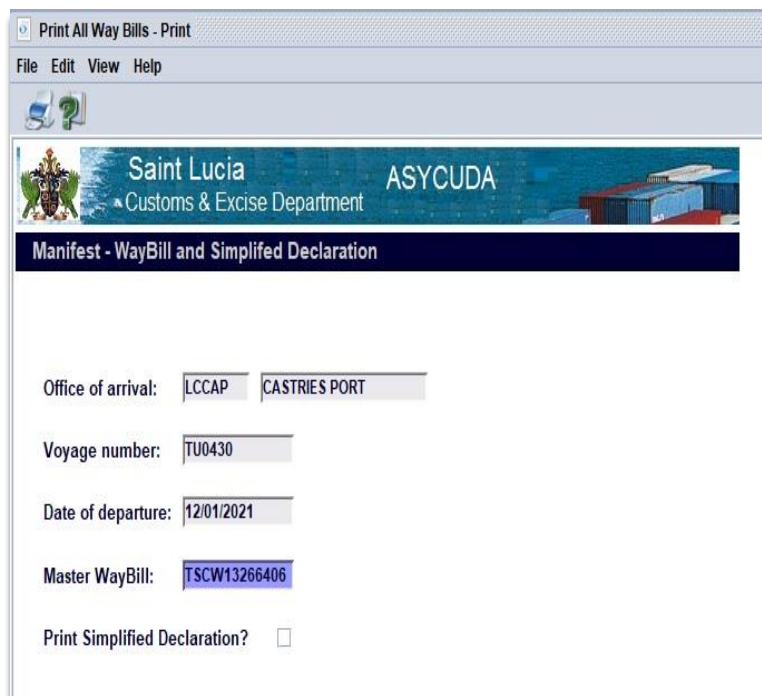
A screenshot of a 'Print All Way Bills - Print' dialog window. The window has a menu bar with 'File', 'Edit', 'View', and 'Help'. The main area has a header with 'Saint Lucia' and 'ASYCUDA' logos, and 'Customs & Excise Department'. Below the header is a title bar 'Manifest - WayBill and Simplified Declaration'. The form contains several input fields: 'Office of arrival:' with 'LCCAP' and 'CASTRIES PORT' selected; 'Voyage number:' with 'TU0430'; 'Date of departure:' with '12/01/2021'; 'Master WayBill:' with 'TSCW13266406'; and 'Print Simplified Declaration?' with an unchecked checkbox.

Figure 90: Print all waybills dialog screen

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### 20. Manifest Fields Guide

ASYCUDA World Manifest Field Guide		
FIELD NAME	ACTION	USE
Office code	Mandatory	The code of the Customs Office of departure or arrival
<b>General Information</b>		
Voyage number	Mandatory	The number given by the ship or aircraft operator allowing for the unique
Date of departure	Mandatory	The date when the ship or aircraft started its voyage or when it leaves the place of departure
Date of arrival	Mandatory	The date when the vessel or aircraft arrives at the place of destination
Time of arrival	Optional	The time when the vessel or aircraft arrives at the place of destination
Registration number	System	The serial number given to the manifest by the system at registration
Last Port	Mandatory	The vessel or aircraft last port (LOCODE) of call on its voyage
Next Port	Mandatory	The vessel or aircraft next port (LOCODE) of call on its voyage
Date of registration	System	The date and time of registration of the manifest
Last discharge	Optional	The date when all the goods of the manifest have been unloaded from the vessel or aircraft
Place of original departure	Mandatory	The port (LOCODE) where the vessel or aircraft

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Place of final destination	Mandatory	The port (LOCODE) where the vessel of aircraft will terminate its current voyage
----------------------------	-----------	--

Shipping information		
Carrier	Mandatory	The name of the shipping line or airline transporting the cargo to Saint Lucia
Shipping Agent	Mandatory	The identification of the agent responsible for submitting the manifest on behalf of the carrier. It is a code assigned by the Customs and Excise Department
Bills	Mandatory	The count of all the waybills included on the manifest.
Packages	Mandatory	The count of all the packages included on all waybills
Containers	Mandatory	The count of all containers carrying cargo to or from Barbados. If there is no container insert "0".
Gross weight	Mandatory	The count of all containers carrying cargo to or from Barbados. If there is no container insert "0".
Transport		
Mode	Mandatory	The code identifying the mode of transportation. International Standard Codes (ISO) must be used. 1-Sea, 3- Road transport or 4 - Air
Identity	Optional	The name of the importing/exporting vessel or aircraft.
Nationality place	Mandatory	The country code where the vessel or aircraft is registered. The port/place where the transport unit is registered.

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Registration	Optional	The number of the document registering the vessel or aircraft
Date	Optional	The date when the vessel/aircraft was registered.
Master	Optional	The name of the Master/Commander of the vessel/aircraft.
<b>Tonnage</b>		
Gross	Optional	Net tonnage plus maximum allotted cargo weight per voyage
Net	Optional	Carrier's base weight
<b>BILL OF LADING / AIRWAY BILL SEGMENT</b>		
Office code	Mandatory	The code of the Customs Office of departure or arrival
<b>General Information</b>		
Voyage Number	Mandatory	The number given by the ship or aircraft operator allowing for the unique identification of the current journey
Date of Departure	Mandatory	The date when the ship or aircraft started its voyage or when it leaves the place of departure
Date of Arrival	Mandatory	The date when the vessel arrived at its current port
Time of Arrival	Optional	The time when the vessel or aircraft arrives at the place of destination
Year of registration	System	The year of registration of the manifest
Registration Number	System	The serial number given to the manifest at registration
Waybill Reference Number	Mandatory	A number used to uniquely identify each waybill.
Master Waybill Number	Optional	Unique identifier for the parent waybill
Waybill Type	Mandatory	The code which identifies the type of transport document issued. Example: "710" indicates a house bill of lading and "711" indicates a master or parent waybill.

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Nature	Mandatory	The manner in which the goods will be treated.  These are indicated by the codes 22 (export), 23 (import), 24 (in transit) and 28, (transshipment).
Last Discharge	Optional	The date the vessel last discharged its cargo
Waybill Line	Mandatory	A sequential number given to each waybill by the carrier
Previous Document	Optional	The reference of the Master bill of lading or Master Airway Bill when doing a housed degroupage
Unique Cargo Reference	Optional	This option is used to link goods arriving on different voyages but on the same bill of lading
Place of Loading	Mandatory	The location or port where the goods were loaded on the vessel or aircraft
Place of Unloading	Mandatory	The location or port where the goods will be discharged from the vessel or aircraft
<b>Carrier</b>		
Carrier	Mandatory	The name of the shipping line or the airline transporting the cargo to Saint Lucia
Shipping Agent	Mandatory	The identification of the agent responsible for submitting the manifest on behalf of the carrier. It is a code assigned by the Customs and Excise Department



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Exporter/Shipper		
Shipper Code	Optional	In the case of an export waybill it is the unique code given by the Customs and Excise Department used to identify the person or business exporting goods from Saint Lucia
Name of Exporter (Shipper)	Mandatory	It is the name of the person or company shipping the goods to or from Saint Lucia
Address of Shipper	Mandatory	It is the address of the person or company shipping the goods
Transport		
Mode	System	The 'Mode of transport' is the means by which the goods were imported/exported into/outside the country. For example, were the goods brought into the country by air, sea or parcel post? You must use the International Standard Codes (ISO) for means of transport in this field.
Nationality	System	The country in which the vessel or aircraft is registered
Place of loading on current transport	Mandatory	It is the name of the port (LOCODE) where the goods were loading on the current vessel or aircraft
Place of discharge from current transport	Mandatory	It is the name of the port (LOCODE) where the goods will be discharged from the current vessel
Notify	Optional	The identification of the person who requires notification upon arrival of the goods
Notify Address	Optional	The address of the person who requires notification upon the arrival of the goods
Consignee code	Optional	The code given by the Customs and Excise Department to the person or business importing the goods

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Goods Detail		
Total Containers	Optional	Where goods are containerized, this is the number of containers in which the goods are shipped
Total Vehicles	Optional	Where the goods being shipped is a vehicle, state the quantity in this field
Package Codes	Mandatory	This is thy package type ISO code used to identify the package
Number of Degrouped waybills	System	Where applicable, this will indicate the number of housed waybills degrouped from the master waybill
Manifested packages	Mandatory	The number of packages in the shipment
Remaining packages	System	The number of packages remaining after write off.
Manifested gross weight	Mandatory	The goods weight including packaging.
Remaining gross weight	System	The goods weight remaining after write off.
Volume (CBM)	Mandatory	The cubic measurement of the cargo.
Place of origin	Optional	The country where the goods started its voyage.
Place of destination	Optional	The country where the goods will end its voyage.
Location	Optional	The transit shed or area where the goods will be placed at the local port.
Declared Values and Seals Details		
Freight Code	Mandatory	The code indicating the type of charge paid for the conveyance of the goods.
Description	System	The description of the charge selected. The system will display this information according to the freight code selected.
P/C Ind.	Mandatory	Freight prepaid or collect indicator.

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Amount	Mandatory	The freight amount prepaid or to be collected from the goods consignee.
Currency	Mandatory	The currency code for the freight amount.
Seals number	Optional	The count of the seals affixed.
Marks	Optional	The markings that identifies the seals placed on the packages.
Party	Optional	The code used to identify who sealed the packages.
Information	Optional	Any other relevant information which the carrier or agent deems necessary.
<b>Dangerous goods list</b>		
Container Number	Optional	The unique identifier of the container containing the dangerous goods.
Dan. Goods code and name	Optional	The code used to identify the type of dangerous goods.
<b>Harmonize System Codes</b>		
H.S. Code	Optional	The tariff number used to identify the dangerous goods.
H.S. Description	System	The system will display the goods description according to the HS Code selected.
Package	Optional	The ISO code used to identify the package.
Package number Container	Optional	The package quantity and the container reference.

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CONTAINER SEGMENT		
Container Number	Mandatory	The ISO Alpha-codes for identification of a container. It comprises an Owner/operator code of four (4) letters, a serial number of six (6) numerals, and one last check digit, (e.g. BICU1234565). It complies with the ISO 6346 standard.
Nbr. Of pkg	Mandatory	Number of packages
Ctn. type	Mandatory	The size and type codes in accordance with DIN ISO 6346. The first digit indicates the length of the container. The second digit indicates height and whether or not gooseneck tunnel is present. The fourth digit indicates the container type and the fifth digit indicates special features.
E/F (Empty or Full indicator	Mandatory	Describes how much space is occupied by the goods inside the container.
Seals numbers	Optional	The seal numbers on the seals attached to a locked container.
Party	Optional	The code used to identify who sealed the container.
Empty weight	Optional	The empty weight of the container.
Goods weight	Mandatory	The total weight in kilograms of the goods in the container
Min Temp. (CE)	Optional	Minimum temperature for the container.
Max Temp. (CE)	Optional	Maximum temperature for the container.
Humidity	Optional	Humidity level of a reefer container.
Goods description	Mandatory	Goods description.
Volume	Mandatory	The goods volume in cubic meters.
Container Liner	Optional	The owner of the container.

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Container disposition	Optional	Determines what happens to the cargo at the port.
<b>VEHICLE SEGMENT</b>		
Chassis Number	Mandatory	Vehicles chassis number
Engine Number	Mandatory	Vehicle engine number
Engine (cc)	Optional	Vehicle engine capacity
Odometer Reading	Optional	Vehicle mileage
Make or brand	Mandatory	Vehicle brand
Year	Mandatory	Vehicle year of manufacture
Color	Optional	Vehicle color
Age (new or used)	Mandatory	Select either used or new for vehicle age
<b>SPLIT SEGMENT</b>		
Nbr. of pkg	Optional	Number of packages
Package code	Optional	Package code
Gross weight	Optional	Gross weight of the goods
Container number	Optional	The container reference
Marks & Nbr	Optional	Marks for easy recognition of the goods
Goods description	Optional	Description of the goods



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ACCESS SEGMENT		
This waybill will be de-consolidated by the company below	Optional	Select when the waybill is to be degrouped. <b>Mandatory</b> for waybills which are meant to be degrouped.
This waybill will be split by the declarant below	Optional	Select when the waybill is to be split. <b>Mandatory</b> for split consignments.
Company authorised to degroup	Mandatory/ Optional	Insert the code issued to the consolidator by the Customs and Excise Department.
Declarant authorised to split	Mandatory/ Optional	Insert the code issued to the declarant by the Customs and Excise Department.