

ASYCUDA WORLD Transit User Guide for Carrier/Cargo Agent

This guide will assist Carrier/Cargo Agent to process the new transit declaration (IM 8) that will mark off manifest and the instruction on the T1 process both at Destination and Departure Office.

There are few steps to follow in completing the T1 process.

Step 1. Departure Office

1.1 Registration of BL nature 24.

Carrier/Cargo Agent is required to register BL nature 24 for this transit process.

(Refer to manifest and BLs registration User Guide for details)

The screenshot shows the 'Manifest - Waybill' form from the Fiji Revenue & Customs Authority. The form is titled 'Manifest - Waybill' and includes the following fields:

Office of departure / arrival				
SUVA	Suva Customs Office			
General Information				
Voyage number	Date of departure	Date of arrival	Time of arrival	Registration number
TRS2016-19	27/01/2016	27/01/2016	14:09	/
Waybill reference number	Waybill type	Nature	Last discharge	Waybill line
1	BOL Bill of Lading	24		1
Previous doc / MBL		UCR		
Place of loading		Place of unloading		
		LTKA LAUTOKA-FIJI		

1.2 Assessment of Transit Declaration (IM8).

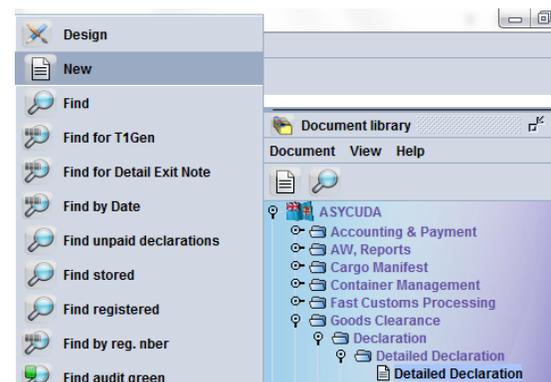
The process will require Carrier/Cargo Agent to assess IM 8 and also generate **LOADING LIST**.

1.2.1 Creation of IM8 SAD

Using the AW document library use the function:

**ASYCUDA – GOODS CLEARANCE –
DECLARATION – DETAILED DECLARATION –
DECLARATION – right click – select
NEW**

to create a new IM 8 declaration.



The screenshot shows the Fiji Revenue & Customs Authority software interface. The main header reads "Fiji Revenue & Customs Authority". Below the header, there is a barcode and a form titled "DECLARATION". The form is divided into several sections:

- 1 DECLARATION:** IM 8
- 2 Exporter:** TIN
- 3 Forms:** 1
- 4 Load List:** Manifest
- 5 Items:** 1
- 6 Nbr packages:** 1
- 7 Reference number:** 2016
- 8 Consignee:** TIN
- 9 Financial:** TIN

On the right side, there is a section for "A OFFICE OF DESTINATION" with a dropdown menu set to "LTKA" and "Lautoka Customs Office".

The transit declaration (SAD) model IM 8 accommodates multiple BLs from a particular manifest at a particular time.

Each transit BL shall be entered as separate item on IM 8 SAD and the **Consignee** for the declaration will be the **Carrier**. (Refer to *Broker Declaration process user guide* for details)

1.2.2 Generation of Loading List

Creation of IM8 SAD will generate a Loading List TAB at the bottom of the SAD screen.

The screenshot shows the "Loading List" tab in the software interface. It displays a table with the following data:

31 Packages and description of goods	Marks and numbers - Containers No(s) - Number and kind	32 Item No.	33 Commodity code	35 Gr
	Marks & no nm	1	99060000	00
	Nbr & Kind 10 BK		34 Cty. orig. Code a NZ	bj

At the bottom of the screen, there is a navigation bar with tabs: S.A.D., Val. Note, Asmt. Notice, Info. Page, Att. Doc., Scan. Doc., and Loading List. A blue arrow points from the text above to the "Loading List" tab.

1.2.2.1 Open Loading List Tab and enter item details (vehicle number, container number, etc.) and click on **Add Line** icon  to validate the item details and enter next item details.

1.2.2.2 Verify document by clicking  then click  to assess the declaration. Present declaration to Customs for T1 generation and validation of Departure.

The screenshot shows the ASYCUDA software interface. The main header reads "ASYCUDA". Below the header, there is a section titled "SAD - Loading List". The interface displays a form with the following data:

- Customs Office:** SUVA Suva Customs Office
- Identification of the declaration:**
 - Model
 - Customs reference
 - Declarant reference
 - Assessment reference
 - Nbr o

The interface also shows a navigation bar with icons for various functions, including a green checkmark icon and an eye icon.

2. Destination Office

2.1 Present cargo and copy of T1 generated by Customs at departure office.

Customs will validate and conform the cargo arrival and generate the manifest header with a master bill.

The voyage number for the manifest will be the T1 number from the departure office e.g TRS2016--8 and the departure date will be the date of departure from departure office.

e.g Manifest Header

The screenshot shows a web browser window with the title "Fiji Revenue & Customs Authority". The page content is titled "Manifest - General Information". It contains several input fields and labels:

- Office of departure / arrival: LTKA Lautoka Customs Office
- General Information section with a table:

Voyage number	Date of departure	Date of arrival	Time of arrival	Registration number
TRS2016--5	27/01/2016	27/01/2016	22:19	/
		Date of registration		Last discharge
- Place of departure: []
- Place of destination: []

e.g. Master Bill

The screenshot shows a web browser window with the title "Fiji Revenue & Customs Authority". The page content is titled "Manifest - Waybill". It contains several input fields and labels:

- Office of departure / arrival: LTKA Lautoka Customs Office
- General Information section with a table:

Voyage number	Date of departure	Date of arrival	Time of arrival	Registration number
TRS2016--5	27/01/2016	27/01/2016	22:19	/
Waybill reference number	Waybill type	Nature	Last discharge	Waybill line
1	MBL Master Bill Of Lading	23		1
Previous doc / MBL		UCR		
- Place of loading: []
- Place of unloading: []
- Carrier: 501190707
501190707
INTERNATIONAL FREIGHT AND CLEARANCE
SERVICES LTD
71 SUVA STREET..TOORAK
- Cargo agent: []
- Exporter/Shipper: HHH

2.2 Use the manifest details (**voyage number/dept date/MBL number**) provided by Customs and attached **ALL** the corresponding HSE BLs for the clearance of consignment.

2.3 Validate de-groupage and Register manifest (**refer C carriers manifest registration user guide for details**).

End of Documentation