



ASYCUDAWorld

External Stakeholder Manifest Manual

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Objective

To describe all required operations involved in receiving, delivering, processing and registering a cargo manifest at ports of entry/departure in Swaziland.

Scope

The present Manifest procedure is implemented at all ports of entry where goods may arrive in Swaziland.

Responsibility

The accomplishment of this procedure is the responsibility of the carriers or the carrier agents acting on their behalf, and the Customs Officers involved in activities related to the arrival of all means of transport carrying or not carrying any goods, and where applicable, any agency responsible for the custody of goods in transit.

Legal Basis

The legal basis for the Electronic Manifest may be drawn from:

- a) Revised Kyoto Convention, 2006;
- b) Trade Facilitation Agreement, 2013;
- c) Customs and Excise Act 1971 and related Regulations and Rules;
 - i. A Report on Arrival or Departure, which contains a Manifest, must be furnished by the person in charge of a means of transport arriving at or departing from a port in Swaziland.
 - ii. This Manifest may be submitted using electronic means before arrival or departure;
 - iii. The Report on Arrival should be submitted within a prescribed time (to be specified);
 - iv. The Manifest must conform to a prescribed form.
 - v. The Manifest must pertain to all goods consigned in a conveyance. For purposes of Customs control a Manifest will take the form of a Master Waybill.
 - vi. A separate manifest of single consignments packed in each container must also be furnished to facilitate Customs control, clearance and release of each consignment. This may take the form of House Waybills, commonly referred to simply as Waybills at the railway and air ports.
 - vii. Short landed or excess cargo should be reported to Customs for the Manifest to be amended accordingly.

- viii. Consolidated cargo imported by air, post and rail can be de-grouped by the authorized Declarant into single Waybills to be controlled individually.

1. Introduction

The Manifest

A manifest is a transport document that contains all the goods transported by a means of transport during a particular journey (ship cargo, plane cargo, truck or train load). The main purpose of the manifest is to provide the information relating to the transported cargo for commercial or regulatory reasons. It is generally used by Customs as a summary declaration to ensure that all transported goods are placed under Customs control. It also provides Customs with useful information on the goods, allowing planning for the type of inspection, risk management and allocation of human resources etc.

This document describes how ASYCUDA World handles cargo manifest as well as its associated Bills of lading (BOL"s). It covers road, rail and air cargo manifests. The common practice is that Customs administrations do not capture the Manifest into the automated Customs systems. Instead, Shipping agents and other relevant authorities do so and submit the electronic Manifests together with its associated Bills of Ladings/ Airway-bills to the Customs system, such as the ASYCUDAWorld, like in the case of Swaziland.

This User Manual is intended to provide internal stakeholders with detailed instructions for preparation and submissions of electronic cargo manifests to Customs. For ease of use, instructions are arranged in a sequential order with graphics and illustrations for each process involved in storing and registering cargo manifest on ASYCUDA and related processes.

The Manifest is composed of two parts:

The General Segment contains the data related to the whole cargo transport; and one or more transport documents.

The Transport document(s)

The words « master waybill », « house bill », « sub bill », « 1st level waybill », « 2nd level waybill » and « splitting » are frequently used. They are defined as follows:

House bill: represents a whole consignment. Goods relating to a house bill may be declared directly by a Customs declaration and the document will be written off.

Master waybill: Refers to the consolidation for transport purposes of several house bills. It must be deconsolidated into house bills before a declaration can be lodged against any of the bills.

1st level waybill: This is a bill directly linked to the manifest; it can be a Master or House waybill...

2nd level waybill: It is always a house bill resulting from a deconsolidation. It is not directly attached to the Manifest but to a master waybill.

Sub-bill: it is synonymous with the 2nd level waybill

Splitting: Divides a house bill in multiple lines (waybills) for different types of goods. It is different from a deconsolidation. Deconsolidation or de-grouping, involves a single master bill of lading that relates to several different consignees who all share the same mode of transport. (e.g. deconsolidation of a container loaded with several consignments that are destined to different consignees and which were grouped together in the container for economy of transport).

The master waybill is de-grouped or deconsolidated into « house bills » or « sub-bills ». The splitting relates to a waybill containing various goods belonging to a single consignee that are separated for facilitating the goods clearance (e.g. a pallet containing goods for a single consignee that have to be entered differently and separately at Customs such as IM4; IM5; or IM7). The bill is divided in different item lines being waybills for purposes of final Customs clearance.

2. Definition of Icons and Tabs

The documents « Manifest-General Segment» and « Manifest-Waybill» have icons and tabs that allow accessing various functions.

Top and Bottom Menu bars of the Manifest General Segment



Top and Bottom Menu bars of the Waybill Segment



Icon of the top bar menu	Description of Function
	Verification of the document
	Document Storage
	Button for controlling the totals Verification of the consistency of the totals between the manifest and the sum of the waybills: packages, containers and gross weight
	Import of a document from an XML file
	Export of a document to an XML file
	Printing of the document

	Search of documents using the « finder »
	Access online help

Tabs at the bottom bar	Description of Function
Manifest	Allows the user to return to the General Segment when on the Waybill page
Waybill	Allows the user to display the list of the waybills from the Manifest - General Segment
Containers	Allows the user to access the containers page to enter the data about containers on the waybill
Split	Allows the user to split a waybill for goods of different nature sent to a single consignee

1.1 Cargo Manifest Procedure

Storing the Manifest

Carrier

In general, Carriers will transmit XML files to ASYCUDAWorld (before the arrival of vessels or aircrafts). Manifests on XML files will be automatically integrated and stored.

When XML files are not available, prior to the arrival of the vessel or aircraft:

- a. The Carrier or the authorized Carrier's Agent accesses the Customs server using the appropriate login credentials to input the required information for the cargo manifest;

- b. The Carrier or Carrier's Agent completes General Segment of the manifest before proceeding to enter the corresponding bills of lading or air waybills, into ASYCUDAWorld; and
- c. Once all the required data or information is entered, the document must be verified and stored.

When a vessel or aircraft travels into or out of Swaziland on the same day, the Carrier or Carrier's Agent must make sure to supply a unique voyage number for each journey.

The stored cargo manifest has no legal value nor subsequent implications if data is not complete or correct. The STORED status of a manifest does not imply ACCEPTANCE of such information by Customs.

The Carrier or Carrier's authorised Agent, with authorised access to the ASYCUDA System can modify the cargo manifest before the arrival of the vessel/aircraft.

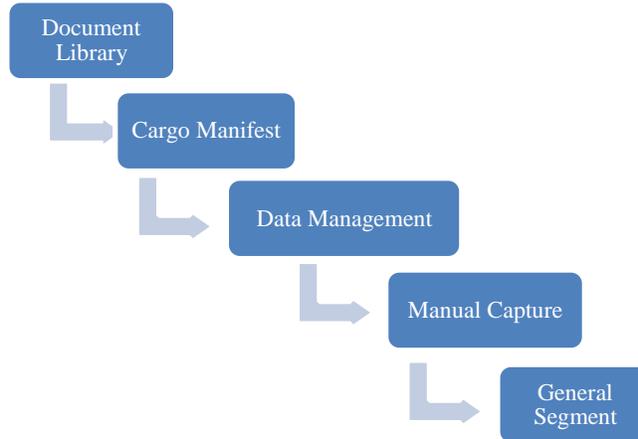
De-groupage of Master Bill of Lading can be done before arrival of vessels/aircrafts. Carrier's authorised Agent or Consolidators store House Air Waybills corresponding to each Master Air Waybill, making clear reference to the Master document. Only Carrier's authorised Agent can validate the de-groupage. Before validation is accepted, checks are carried out in the system.

Creating a Manifest in ASYCUDAWorld

In order to create a Manifest, the following operations are undertaken

- ➔ Creating a New Manifest
- ➔ Adding Bill of Lading to Manifest
- ➔ Registering a Manifest Amending a Manifest
- ➔ Amending bill of Lading (BOL"s) Write Off

3. Storing a Manifest



Upon receipt of a paper manifest (hard copy), all the relevant information or data must be loaded into the ASYCUDA to create an electronic manifest (softcopy).

The following steps and images will show how it is done

Step 1 □ Log in to ASYCUDA with user name and password



Figure 1: logging screen

Step 2 Open Document Library



Figure 2: Document library

Step 3 → Input the data into ASYCUDA

Click  ASYCUDA → Cargo Manifest → Data Management → Manual Capture
Right Click General Segment and select new

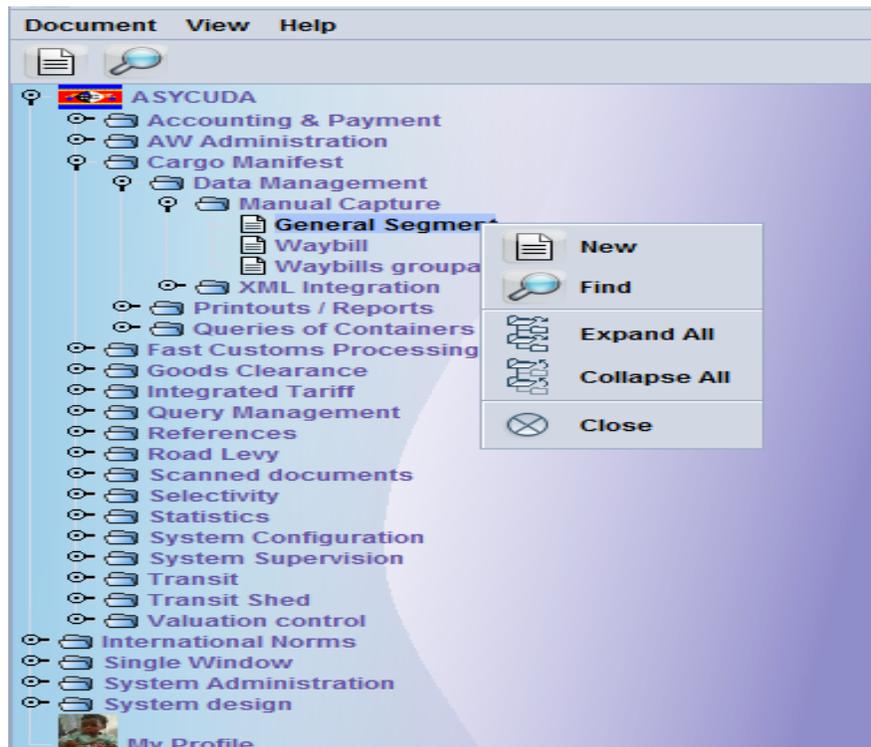


Figure 3: General segment

This option will display a manifest form with carrier agent code if the user is a Carrier's agent.

Step 4 The form will display a red line for all mandatory fields upon clicking the verification icon.

Manifest - General Information

Office of departure / arrival
1

General Information

Voyage number **2** Date of departure **3**

Date of arrival **4** Time of arrival **5** Registration number /

Date of registration Last discharge

Place of departure **6** Place of destination **7**

Shipping Information

Carrier **8**

Shipping agent

Totals

Bills **9**

Packages

Containers **10**

Gross weight

Transport

Mode **11**

Nationality **13**

Registration **15**

Master **17**

Identity **12**

Place **14**

Date **16**

Tonnage

Gross Net

Office of destination (transit) Prev ref. /

Manifest Bol Scan Documents

Figure 4: General segment of the manifest

The agent should input all mandatory data in the necessary fields
Following are the mandatory fields:

Data Field	Description	Configuration
Office of Departure/Arrival	Code of the Customs office of Departure or Arrival of Vessel	Mandatory
General Data		
Voyage Number	Flight number, Voyage number, Truck trip or Train Number allowing for unique identification of the current journey of the means of transport	Mandatory
Date of Departure	Date when the means of transport leaves the place of departure	Mandatory
Date of Arrival	Date when the means of transport arrives at the place of destination	Optional
Place of loading	Place (LOCODE) where the goods were loaded on the means of transport	Mandatory
Place of destination	Place (LOCODE) where the goods will be unloaded from the means of transport	Mandatory
Transport Data		
Mode	Code identifying the mode of transport	Mandatory
Nationality	Country code where the means of transport is registered	Mandatory
Registration	Additional information concerning the identification of the mean of transport (e.g. Lloyds number for ships)	Mandatory
Summary of the quantitative data regarding the cargo (Totals)		

Bills	Total Number of waybills	Mandatory
Packages	Total packages number	Mandatory
Containers	Total containers number	Mandatory
Gross Weight	Total gross weight	Mandatory
Carrier	Code, name and address of the party undertaking the transport of the goods	Mandatory
Shipping Agent Code	Code of the shipping agent	Mandatory
Shipping Agent Name	Name of the shipping agent in Swaziland	Mandatory

Figure 5: Mandatory fields of the general segment

This completes the general segment details for the manifest.

Step 6 □ Verifying and storing the data

After all required data or information is entered, the document must be verified and saved (stored).

To verify the document click on the  icon

If there are errors, an error message(s) will be displayed. Please make the necessary corrections and verify again.

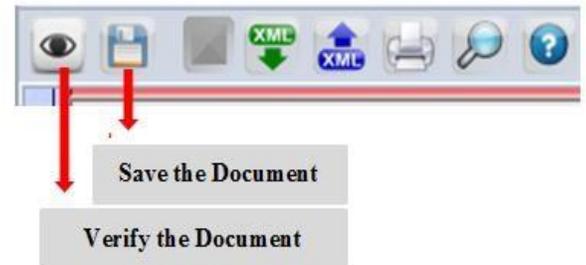


Figure 8: Verifying & storing data



Figure 9: Error message

To save the document click on the  icon.

The Manifest is now stored the into the ASYCUDA database.

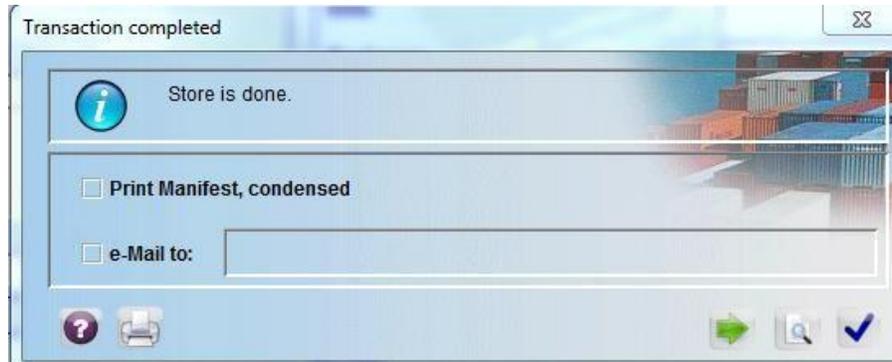


Figure 10: Save message for Manifest

3. Adding Bill of Lading to the Manifest: There are two options for adding a Bill of Lading / Waybill to a Manifest.

Option1: *Open a B/L with information from the general segment*

Option 2: *Open a blank B/L and fill the mandatory fields*

Option1: Create a Bill of lading with information from the General Segment



Figure 11: Document library

This option will display a manifest form with carrier agent code; the form will display a red line for all mandatory fields

Step 2 Click **New** the **Manifest – Waybill** sheet opens

Customs office code, voyage number and date of arrival will link BOL to the manifest

Manifest - Waybill

Office of departure / arrival
1

General Information

Voyage number 2 <input type="text"/>	Date of departure 3 <input type="text"/>	Date of arrival <input type="text"/>	Time of arrival <input type="text"/>	Registration number <input type="text"/>
Waybill reference number 4 <input type="text"/>	Waybill type 5 <input type="text"/>	Nature 6 <input type="text"/>	Last discharge <input type="text"/>	Waybill line 7 <input type="text"/>
Previous document <input type="text"/>	UCR <input type="text"/>			
Place of loading <input type="text"/>	Place of unloading <input type="text"/>			

Carrier

Shipping agent

Exporter/Shipper
8

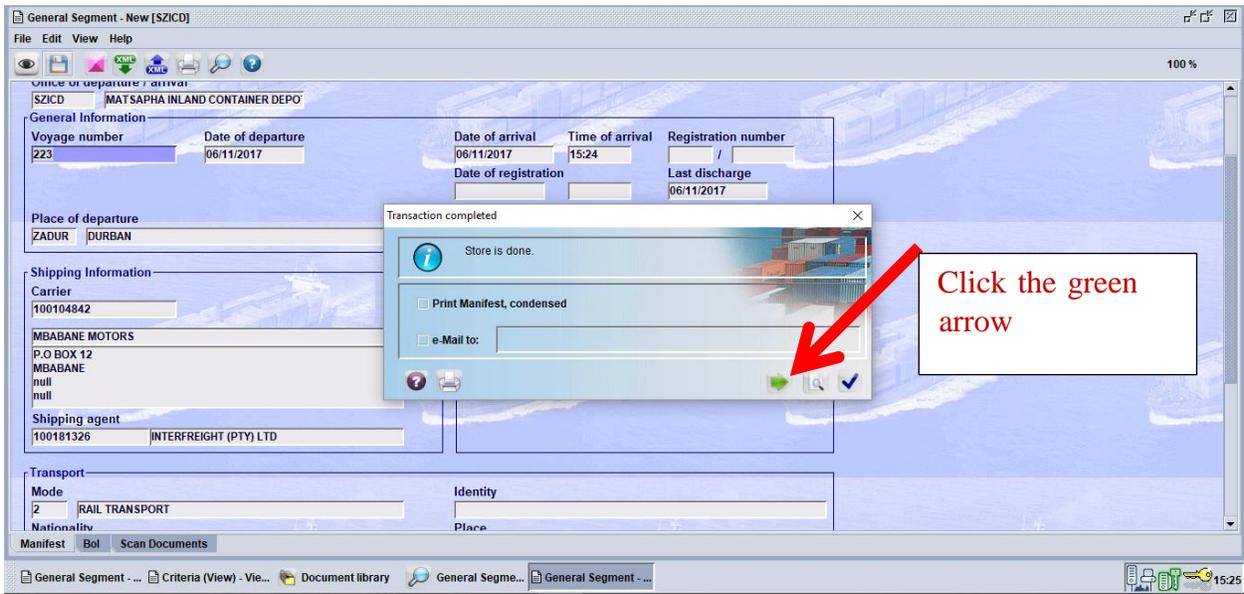
Goods Details

Total containers 9 <input type="text"/>	Packages codes 10 <input type="text"/>	Status <input type="text"/>	Number of degrouped waybills <input type="text"/>	
Marks & nb. 11 <input type="text"/>				
Manifested packages 12 <input type="text"/>	Remaining packages <input type="text"/>	Manifested gross weight 13 <input type="text"/>	Remaining gross weight <input type="text"/>	Volume(CBM) <input type="text"/>
Description of goods 14 <input type="text"/>				
Location <input type="text"/>				

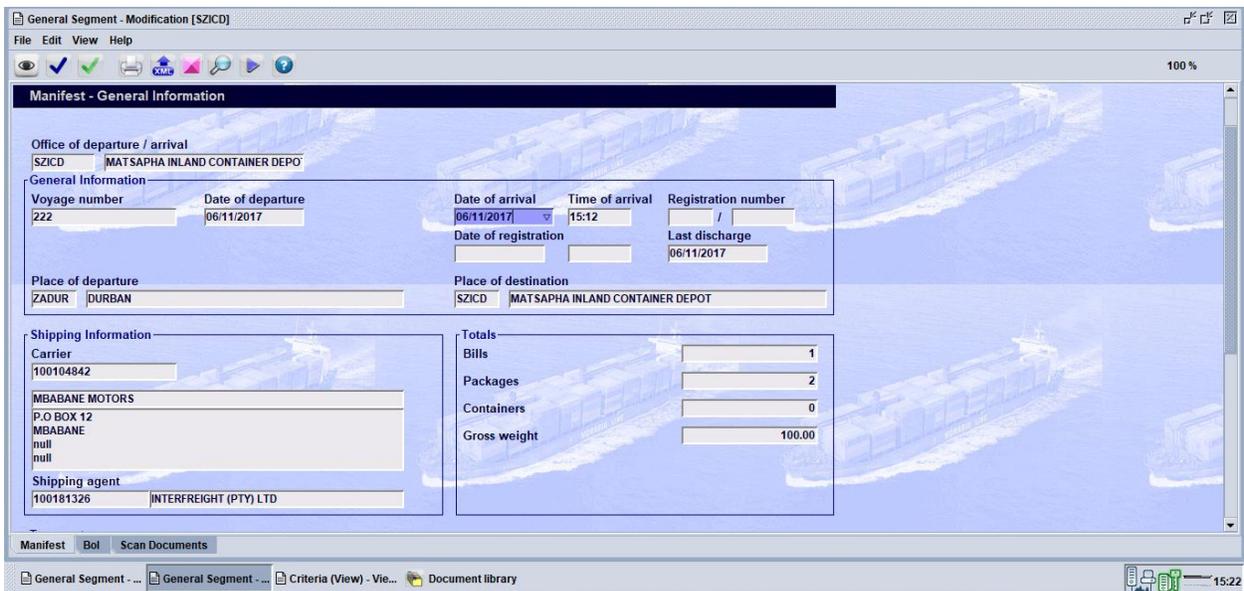
Figure 12: Waybill segment of the manifest

Option1: Open a B/L with information from the General Segment.

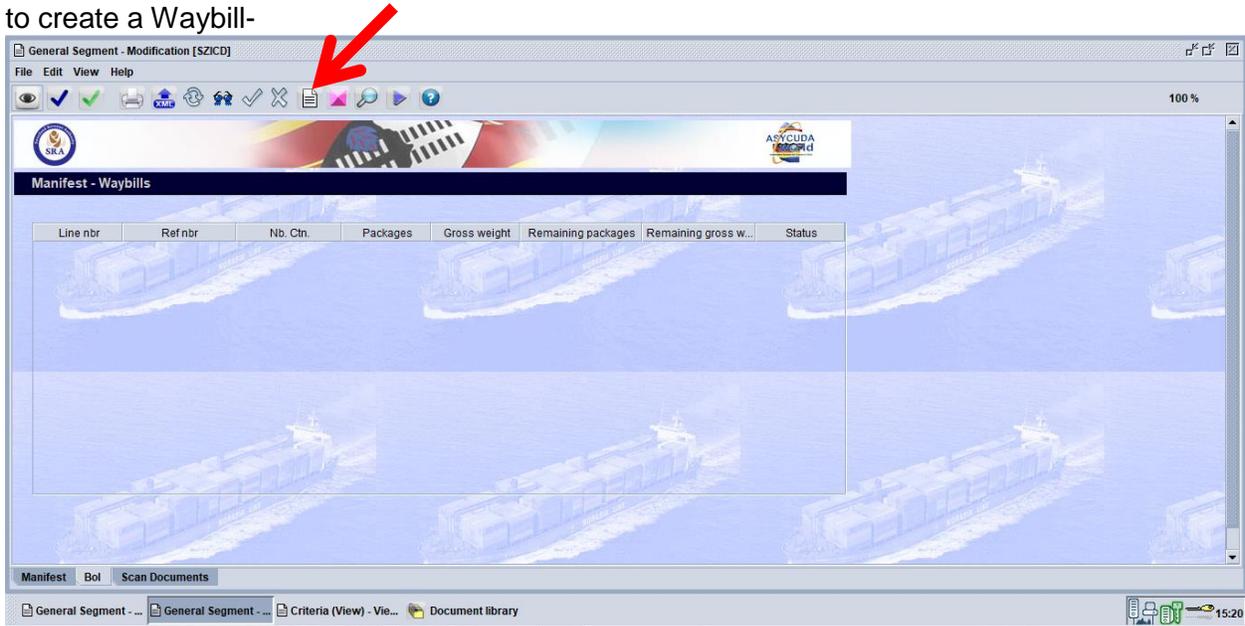
After validating the General Segment / Manifest data that has been captured to store a manifest, Click the green arrow as indicated below;



The following screen (General Segment) with details is returned. Select the (BOL) TAB at the bottom of the screen

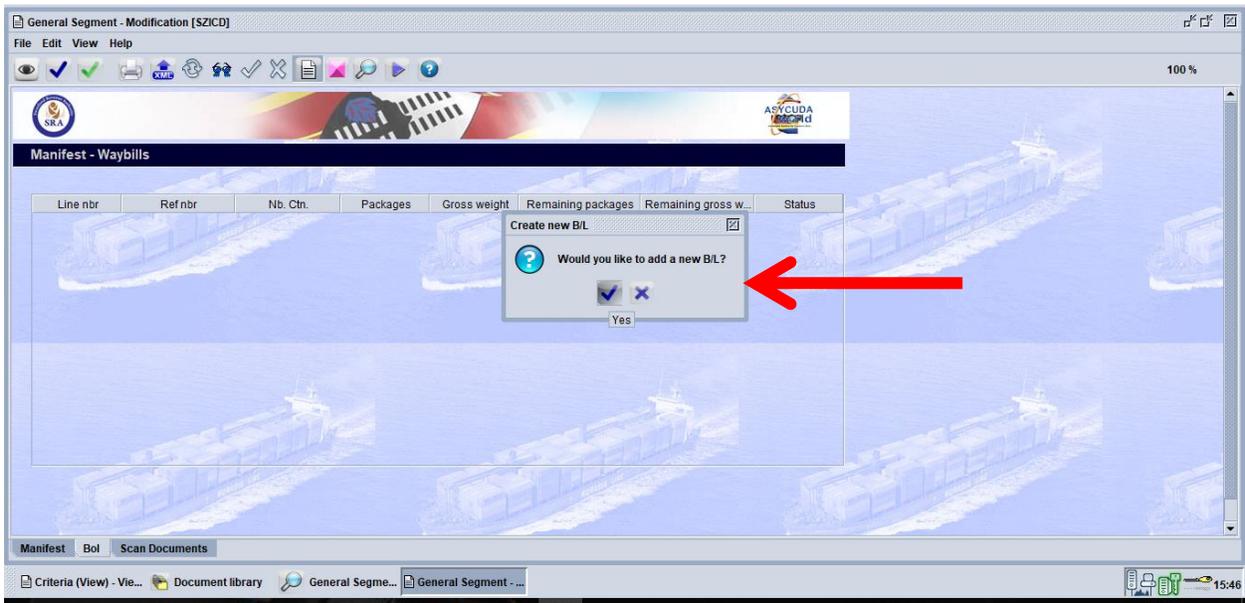


Click the new document icon shown in the screen below to create a Waybill-

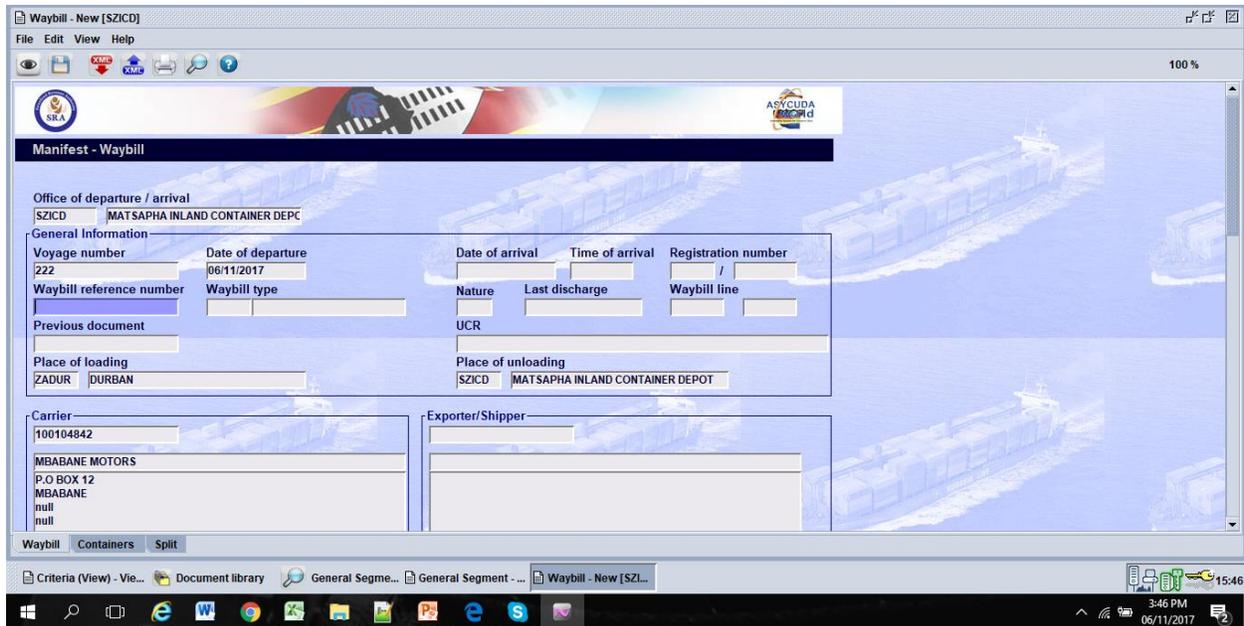


Confirming adding a BoL

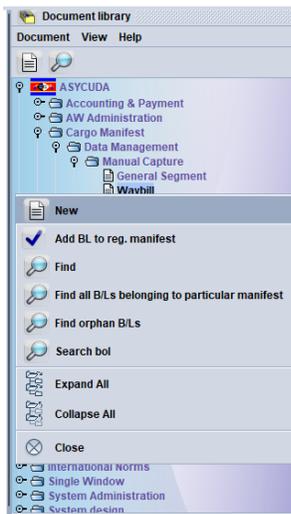
Confirm if the BoL is going to be added as shown in the screen below



A Waybill form is returned with some information from the captured General Segment. All the mandatory fields must be filled, verified and validated in order to add the BoL to the stored Manifest



Option 2: Open a blank B/L and fill the mandatory fields by selecting New as shown below



Complete all the mandatory fields shown in red below

NOTE: Complete the Notify and Consignee details even though they are not mandatory.

Figure 13: Notify and Consignee

Input all mandatory data for Goods Details in the necessary fields (highlighted red in the screen shot)

Waybill - New [SZICD]

File Edit View Help

100 %

Goods Details

Total containers: Packages codes: Status: HSE Number of degrouped waybills: 0

Marks & nb.

Manifested packages: Remaining packages: Manifested gross weight: Remaining gross weight: Volume(CBM):

Description of goods

Location: Inland Container Depot

Declared Values and Seals Details

PIC Ind: Freight amount and currency:

Value for customs: Value for transport: Value for insurance:

Number of seals: Seals number: Party:

Information:

Waybill Containers Edit

Criteria (View) - Vie... Waybill - New [SZI... General Segment - ... Document library



Annex 2: Manifest –Waybill Segment Completion Matrix

Data Field	Description	Configuration
Office of Departure / Arrival	Code of the Customs office of departure or arrival	Mandatory
General Data		
Voyage Number	Flight number, Voyage number, Truck Trip or Train Number allowing for unique identification of the current journey of the mean of transport	Mandatory
Date of Departure	Date when the means of transport leaves the place of departure	Mandatory
Date of Arrival	Date when the means of transport arrives at the place of destination	Auto Insertion
Time of Arrival	Time when the means of transport arrives at the place of destination	Auto Insertion
Date of last discharge	Date when all the goods of the manifest have been unloaded from the mean of transport	Optional
Waybill Number and Date of Registration	These fields will be automatically completed by the system upon registration of the manifest	Auto Insertion (for a waybill created from a stored manifest as in option 1 above) Mandatory (for a waybill created from Waybill as in Option 2)
Place of loading	Place (LOCODE) where the goods were loaded on the means of transport <i>The values of the general segment will be displayed by default</i>	Auto insertion
Place of destination	Place (LOCODE) where the goods will be unloaded from the means of transport	Auto insertion

	<i>The values of the general segment will be displayed by default</i>	
Waybill Reference Number	This is the « Identifier» of the transport document <i>This is the reference assigned by the carrier or his agent (e.g. Airway bill Number, it is unique in the manifest)</i>	Mandatory
Type of Transport document	Alphanumeric code for the type of transport document (e.g.« AWB » for Air waybill) <i>An indicator linked to the type defines if the document is a master or house document waybill (only documents defined as master can be deconsolidated).</i>	Mandatory
Previous document	Reference of the previous document (The master waybill in case of deconsolidation)	Optional
Nature	Code nature of the document: export, import, transit, transshipment.	Mandatory
UCR	Unique Consignment Reference	Prohibited
Carrier		
Carrier	Carrier <i>The values of the general segment will be displayed by default</i>	Auto insertion
Shipping Agent Code	<i>The values of the general segment will be displayed by default</i>	Auto insertion
Shipping Agent Name	Shipping agent Name <i>The values of the general segment will be displayed by default</i>	Mandatory

Exporter Code	Exporter Code	Optional
Exporter Name	Exporter Name	Mandatory
Exporter Address	Exporter Address	Mandatory
Transport Data		
Mode of Transport Code	Code identifying the mode of transport <i>The values of the general segment will be displayed by default</i>	Auto insertion
Nationality	Country code where the mean of transport is registered <i>The values of the general segment will be displayed by default</i>	Auto insertion
Identity (Vessel name)	Ship name, vehicle registration number, plane registration number ... <i>The values of the general segment will be displayed by default</i>	Auto insertion
Notify Code	Code identifying party to be notified	Optional
Notify Name	Name of party to be notified	Optional
Notify Address	Address of party to be notified	Optional
<p>Note:</p> <p>If the code is not mandatory or the notify has no code, please move to the next field and capture name and address of the notify</p>		
Consignee Code	Consignee Code	Optional
Consignee Name	Consignee Name	Optional
Consignee Address	Consignee Address	Optional
<p>Note:</p>		

If the code is not mandatory or the importer has no code, please move to the next field and capture name and address of the consignee		
Identification of Goods		
Total containers	Total number of containers for this transport document <i>This field is activated if the total number of containers on the general segment indicate a number greater than 0.</i>	Auto insertion
Kind of Packages	Code and description of the kind of packages (cartons, boxes...)	Mandatory
Status	Status code of the waybill (Master, Sub-bill...) <i>This field is automatically completed by the system when capturing the field "Type of transport document"</i>	Auto insertion
Number of deconsolidated sub-bills	Number of deconsolidated sub-bills resulting from the deconsolidation of a master document. This field is directly managed by the system.	Auto insertion
Marks and numbers	Shipping marks	Mandatory
Manifested packages	Number of packages as indicated on the waybill. <i>This field must be accurately captured as the data are compared to the «Totals» information of the general segment.</i>	Mandatory
Remaining packages	The « remaining packages» field is handled by the system according to the writing off operations and is not available for data entry except through the "excess and shortages" option. <i>Note: At initial data capture of the waybill, the number of «remaining packages » is identical to the number of «manifested packages»</i>	Auto insertion
Manifested gross weight	Gross weight as indicated on the waybill.	Mandatory

	<i>This field must be accurately captured as the data are compared to the «Totals» information of the general segment</i>	
Remaining weight gross	<p>The field « remaining packages» field is handled by the system according to the writing off operations and is not available for data entry except through the “excess and shortages” option.</p> <p><i>Note: At initial data capture of the waybill, the number of «remaining packages » is identical to the number of «manifested packages»</i></p>	Not configurable
Volume (MC)	Volume of the goods in cubic meters	Optional
Description of goods	Commercial description of the goods from the waybill data (e.g. clothes, machines...)	Mandatory
Location of goods	<p>Code of the place where the goods are located</p> <p><i>Most often the location of good is not known when the manifest is being prepared, in this case the field could be left blank (if declared as optional in configuration)</i></p>	Not configurable
Values declared and seals identification		
P/C Indicator	<p>Value « P » is the freight has been prepaid.</p> <p>Value « C » is the freight is to be collected requested for Customs management of the manifest purpose</p>	Optional
Amount of freight and currency code	Amount of freight and currency code (if known)	Optional
Value declared for Customs	Value declared for Customs if known	Optional

Value declared for transport	Value declared for transport, if known	Optional
Value declared for insurance	Value declared for insurance, if known	Optional
Number of seals	Number of seals affixed	Optional
Marks of seals	Marks or reference numbers of seals	Optional
Responsible	Code of the body having affixed the seals (Customs, Terminal Operator)	Optional
Information	Additional Information as required	Optional
Onward transport		
Transit	These fields are automatically handled by the system if the waybill has been written off by a transit operation. First field contains the code of the Customs office of destination, the second is the office name and the third the reference of the transit document	Prohibited
Transshipment	These fields are automatically handled by the system if the waybill has been written off by a transshipment operation. First field contains the code of the place of destination (LOCODE), the second is the name of the place and the third the reference of the document authorizing the operation.	Prohibited
Onward carrier	These fields contain the code and the name of the carrier in charge of the onward transport for transit of after transshipment.	Optional

Figure 14: Waybill segment of the manifest

Note: Data that was keyed into the general manifest segment will be dispersed in the relevant fields of the Bill of lading

Entering the data for one bill of lading is now complete.
Enter data manually or choose from the drop down menu
When all the data is complete, cursor will return to the first field of bill of lading (waybill).

Step 3 □ Inserting additional BOL"s

To add more bills, go to ASYCUDA Document Library;

Click  ASYCUDA → Cargo Manifest → Data Management → Manual Capture Right
Click Waybill and select new and repeat Step 2

Step 4 □ Add the Container information to the B/L as appropriate;



Figure 15: Container tab

Select the **Container** tab at the bottom of the screen

Fill in all required data indicated in "Manifest List of description guide" then click on the

add  icon on the menu bar.

Repeat the same steps to add any additional containers for this consignee



Figure 16: Additional Container



Step 5 □ Verifying and storing the data

After all required data or information is entered, the document must be verified and saved (stored).

□ To verify the document click on the  icon

Figure 17: Verifying and storing data

If there are errors, an error message(s) will be displayed. Please make the necessary corrections and verify again.



Figure 18: Error messages

If there are no errors, a message will appear indicating the document has been verified

□ To save the document click on the store  icon.



Figure 19: Save Message for waybill

The BOL is stored into the ASYCUDA system. Bill of Lading will be automatically attached to the manifest.

4. Fast Cargo Integration

This facility saves ASYCUDA World users' time and effort spent in keying in the manifest for no good reason. In modern practices, customs administrations receive e-manifest in XML format from the shipping agent or any other authorized partner a while before the vessel's arrival (usually upon the departure of the vessel from the country of export). Converting the XML e-manifest to the operational database is done by the following steps:

- Click on the  to upload XML filed



Figure 20: XML tab

Choose the appropriate XML file that contains the desired manifest, filling in the form After that Refer 3 adding Bill of Lading to Manifest Step 5

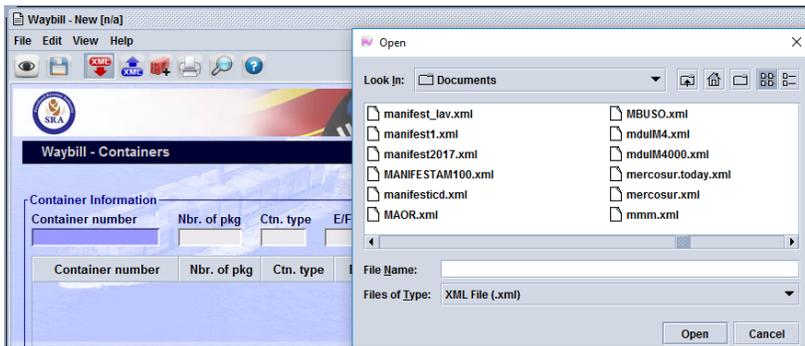


Figure 21: Uploading XML File

4. Registering a Manifest

Step 1 Find a manifest using the manifest finder from the document library

ASYCUDA ➔ Cargo Manifest ➔ General Segment ➔ Right Click ➔ Find

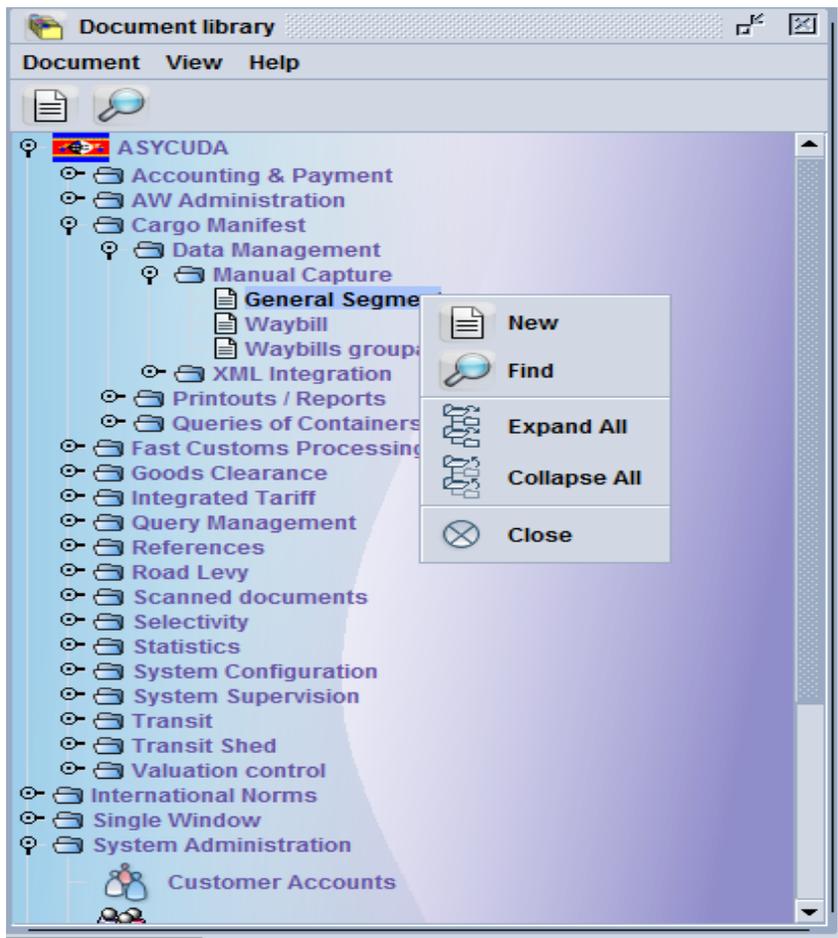


Figure 22: Document library

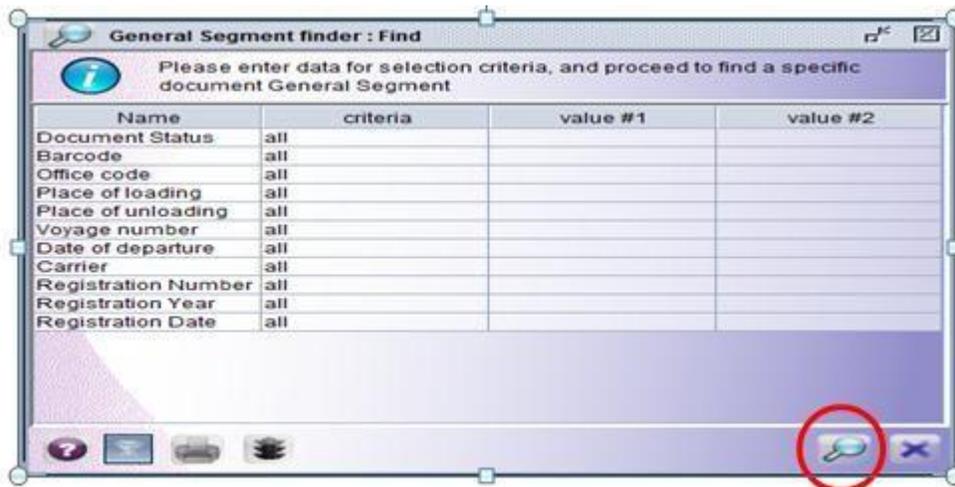


Figure 23: General segment finder

To locate a particular manifest use the selection criteria and then click on the magnifier at the bottom of the screen or just click on the magnifier to obtain an entire list of manifests.

Step 2 Register Manifest

A manifest can be registered in two (2) ways; **Option 1:**

From the manifest finder, right click on the manifest required and click **Direct Register** in the menu

Office ...	Voyage number	Date of departure	Place of loading	Place of unloading	Registration D...	Registration Y...	Registration Num...	Carrier	Written off
SZGEG	SWA00063	21/01/2016	SZGEG	SZMTS	21/01/2016	2016	105	1038526...	No
SZGEG	SHAZ1	26/01/2016	ZANLP	SZMBA					No
SZGEG	S1	27/01/2016	ZADUR	SZMBA					No
SZGEG	SHAZ1	27/01/2016	ZANLP	SZMBA					No
SZGEG	SHA1	28/01/2016	SZMBA	ZANLP				1071...	No
SZGEG	SHAZ	28/01/2016	SZMBA	ZANLP				1095...	No
SZGEG	SHON	28/01/2016	ZAJNB	SZMTS				1071...	No
SZGEG	SWA00063	29/01/2016	SZGEG	SZMTS	29/01/2016	2016		3526...	No
SZGEG	SM71	31/01/2016	ZANLP	SZMBA	31/01/2016	2016		1813...	No
SZICD	STUDENT15	02/07/2015	ZACPT	SZICD	02/07/2015	2015			No
SZICD	STUDENT15A	02/07/2015	ZADUR	SZICD					No
SZICD	SWA1	04/08/2015	ZAJNB	SZMZN					No
SZICD	STUR1	13/10/2015	ZAJNB	SZMTS	13/10/2015	2015		3090...	No
SZICD	SIKO	04/11/2015	ZADUR	SZLOB				1223...	No
SZICD	SZW963	10/11/2015	ZADUR	SZMTS	10/11/2015	2015		1993...	Yes
SZICD	SD13	24/11/2015	ZACPT	SZICD	24/11/2015	2015		1223...	No
SZICD	S9	30/11/2015	ZADUR	SZICD	30/11/2015	2015		1223...	No
SZICD	ST21	02/12/2015	SZMZN	ZADUR				1048...	No
SZICD	S2	02/12/2015	ZADUR	SZMBA	02/12/2015	2015		1095...	No

Figure 24: Direct registration of the manifest

When the manifest is registered the message below will appears

General Segment finder : Find

329 documents found! Please select a document and select an action from the local menu

Office ...	Voyage number	Date of departure	Place of loading	Place of unloading	Registration D...	Registration Y...	Registration Num...	Carrier	Written off
SZGEG	SWA00063	21/01/2016	SZGEG	SZMTS	21/01/2016	2016	105	1038526...	No
SZGEG	SHAZ1	26/01/2016	ZANLP	SZMBA					No
SZGEG	S1	27/01/2016	ZADUR	SZMBA					No
SZGEG	SHAZ1	27/01/2016	ZANLP	SZMBA					No
SZGEG	SHA1	28/01/2016	SZMBA	ZANLP				1001071...	No
SZGEG	SHAZ	28/01/2016	SZMBA	ZANLP				101095...	No
SZGEG	SHON	28/01/2016	ZAJNB	S...				101071...	No
SZGEG	SWA00063	29/01/2016	SZGEG	S...				1038526...	No
SZGEG	SM71	31/01/2016	ZANLP	S...				101813...	No
SZICD	STUDENT15	02/07/2015	ZACPT	S...				ZR	No
SZICD	STUDENT15A	02/07/2015	ZADUR	S...					No
SZICD	SWA1	04/08/2015	ZAJNB	S...					No
SZICD	STUR1	13/10/2015	ZAJNB	SZMTS	13/10/2015	2015	40	1003090...	No
SZICD	SIKO	04/11/2015	ZADUR	SZLOB				1001223...	No
SZICD	SZW963	10/11/2015	ZADUR	SZMTS	10/11/2015	2015	115	1001993...	Yes
SZICD	SD13	24/11/2015	ZACPT	SZICD	24/11/2015	2015	168	1001223...	No
SZICD	S9	30/11/2015	ZADUR	SZICD	30/11/2015	2015	197	1001223...	No
SZICD	ST21	02/12/2015	SZMZN	ZADUR				1001048...	No
SZICD	S2	02/12/2015	ZADUR	SZMBA	02/12/2015	2015	219	1001095...	No

Information
Direct Register is done : OFFICE SZICD, MANIFEST 2017/19

Click ASYCUDA → Cargo Manifest → Data Management → Manual Capture
Right Click General Segment and select Find and open the desired manifest

Option 2:

After selecting the required manifest, click on the registered icon in the menu bar of the manifest

General Segment - Modification [SZKMS]

File Edit View Help

100 %

Manifest - General Information

Office of departure / arrival
 SZKMS KING MSWATI 111 INTERNATIONAL AIR

General Information

Voyage number	Date of departure	Date of arrival	Time of arrival	Registration number
SOS730	13/05/2015	13/05/2015	14:00	/
		Date of registration		Last discharge

Place of departure
 AEDXB DUBAI

Place of destination
 SZMTS MANZINI

Figure 28: Manifest registration icon

Step 3 Click  icon to save and close



Figure 29: Save message when manifest is registered

Once the manifest is registered you will receive an email, an example is given below;

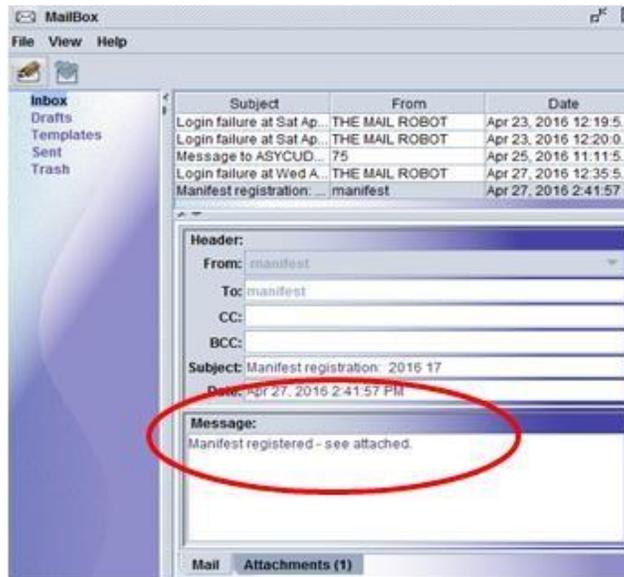


Figure 30: Manifest Registered Mail

6. Modifications of a Stored Manifest

Step 1 □ Use manifest finder to locate manifest

O...	Voyage nu...	Date of depart...	Carri...	B/L refe...	Parent B...	Type	Nat...	Place of lo...	Place of unl...	Sts	Spli...	Consignee Name
	EK0729-6	06/03/2015	EK	674503...		AWB	23	AEDXB	UGEBO	HSE		EAST AFRICAN DISTRIB...
	EK0729-6	06/03/2015	EK	388262...		AWB	23	JMNAO	UGEBO	HSE		TATA UGANDA LTD.
20	EK0729-4	30/11/2014	EK	989178...		View		KG	UGEBO	HSE		MADKAS GROUP LIMIT...
20	EK0729-4	30/11/2014	EK	969378...		Modification		O	UGEBO	HSE		CHARLES DANIEL OTINE
20	EK0729-4	30/11/2014	EK	969378...		Direct Validate		O	UGEBO	HSE		MINISTRY OF FOREIGN ...
20	EK0729-4	30/11/2014	EK	969378...		Direct Delete		O	UGEBO	HSE		ABDALLAH SERWADDA
20	EK0729-4	30/11/2014	EK	969378...		Split BL		O	UGEBO	HSE		PETER KIWANUKA
20	EK0729-4	30/11/2014	EK	969378...		Lock		O	UGEBO	HSE		ASHLEY MOTORS LTD
20	EK0729-4	30/11/2014	EK	969378...		Details		O	UGEBO	HSE		EGESSA PATRICK
20	EK0729-4	30/11/2014	EK	969378...				O	UGEBO	HSE		MUSINGUZI JOHN
20	EK0729-4	30/11/2014	EK	969378...				O	UGEBO	HSE		REBECCA SEBULIBA
20	EK0729-4	30/11/2014	EK	969378...				O	UGEBO	HSE		BUGOSERA MICHAEL ...
20	EK0729-4	30/11/2014	EK	969378...				O	UGEBO	HSE		HENRY MUWONGE
20	EK0729-4	30/11/2014	EK	969378...				O	UGEBO	HSE		TOM REAGAN KASULE
20	EK0729-4	30/11/2014	EK	969378...				O	UGEBO	HSE		C/O CHAIRMANS OFFICE
20	EK0729-4	30/11/2014	EK	969378...				O	UGEBO	HSE		SEAL INVESTMENTS U ...
20	EK0729-4	30/11/2014	EK	969378...		AWB	23	JPTYO	UGEBO	HSE		KAYIIRA ALLAN
20	EK0729-4	30/11/2014	EK	969378...		AWB	23	JPTYO	UGEBO	HSE		KESSO KASSA BUSINE...
20	EK0729-4	30/11/2014	EK	969378...		AWB	23	JPTYO	UGEBO	HSE		SSEGAWA IVAN

Figure 31: Manifest finder

Note: A manifest can only be modified by customs after it has been **registered**, however amendments can be made to its Bill of Lading.

Step 2 □ after making the amendments save the changes



Figure 32: Save & Register tab

Click on the save changes  icon in the menu bar

Once amended manifest can be registered by clicking on the  icon in the menu bar

7. Modifications of bill of Lading (BOL's)

Step 1 □ Find the Bill of Lading (BOL) to be amended

Bill of lading can be located in **two (2) places**

Option 1:



Figure 33: BOL button

□ From the opened manifest click the BOL button menu at the bottom of the screen

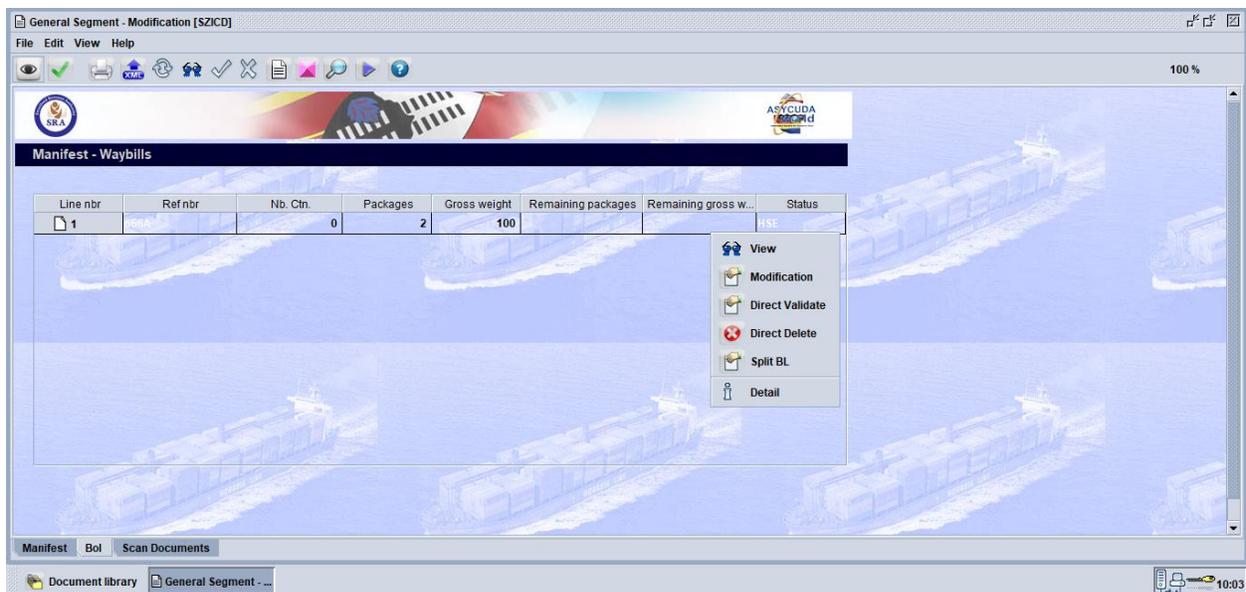


Figure 34: Bill of lading list

Note: A list of Bills of Lading attached to the manifest will appear on the screen

- Right click on the desired Bill of lading

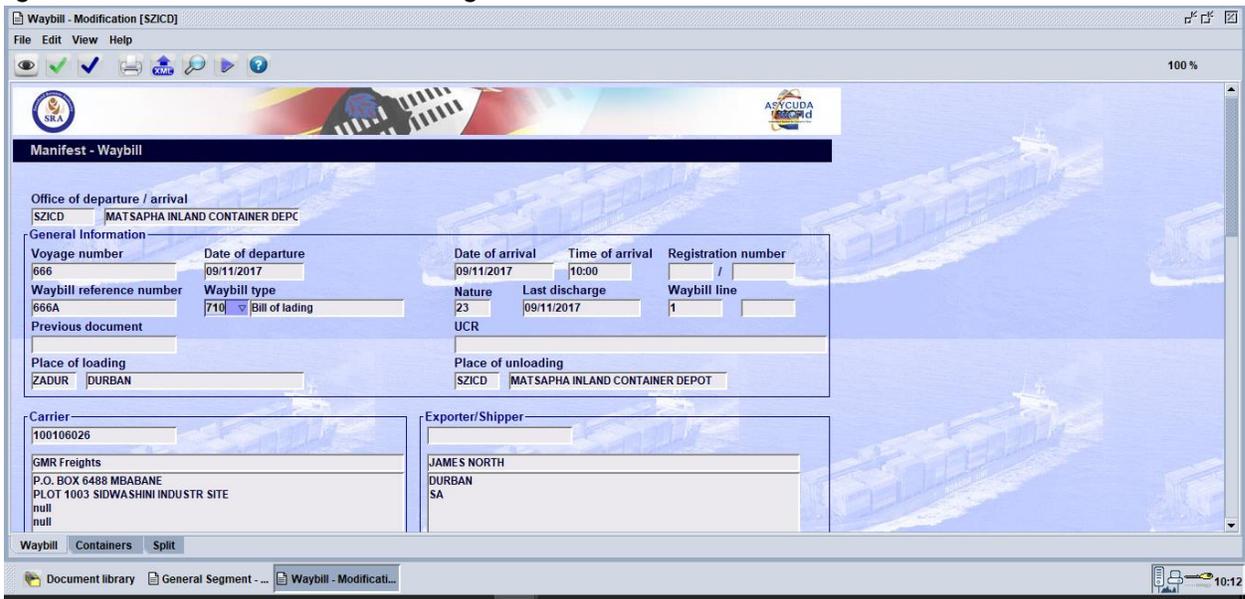


Figure 35: Modification tab

- Choose Modification from the drop menu which will open the manifest

- Make amendments and save the changes using the save changes  icon



Figure 36: Store tab

Option 2:

- Find the bill of lading using the following path



Figure 37: Document library

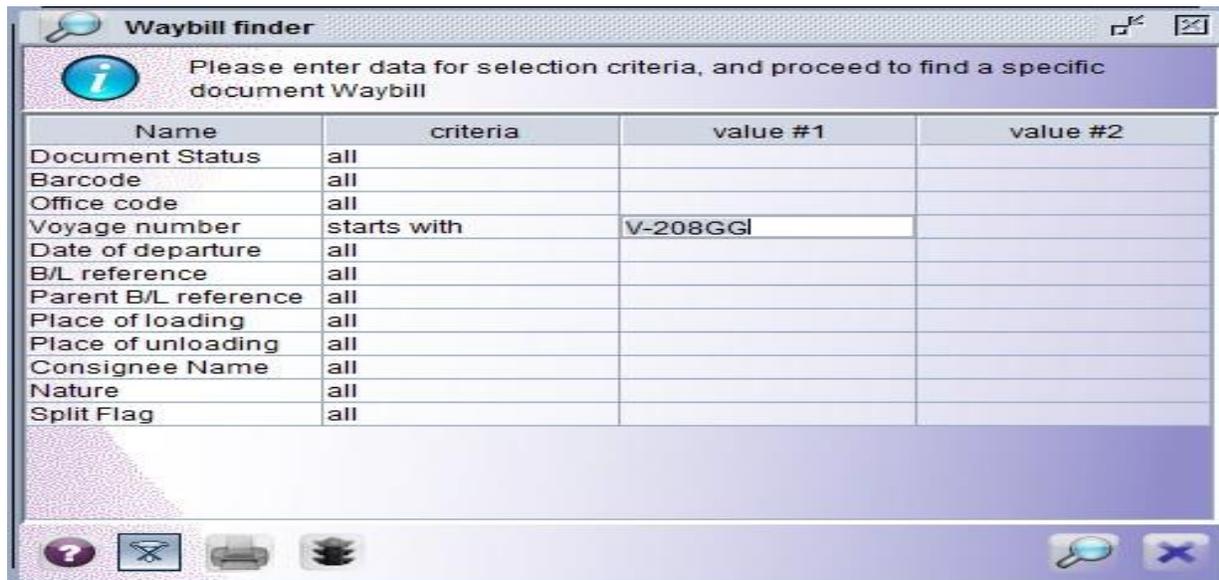


Figure 38: Waybill finder

- Right click on waybill and select finder to locate the specific B/L
- Or

Click on the finder and select the desired B/L from the list

Manifest - Waybill

Office of departure / arrival
SZBUL BULEMBU BORDER

General Information

Voyage number	Date of departure	Date of arrival	Time of arrival	Registration number
S1	02/12/2015	03/12/2015	14:04	2015 / 26
Waybill reference number	Waybill type	Nature	Last discharge	Waybill line
S1Z	710 Bill of lading	23		1
Previous document		UCR		
Place of loading	ZAJNB JOHANNESBURG	Place of unloading	SZMTS MATSAPHA	

Carrier
100106026

GMR Freights
P.O. BOX 6488 MBABANE
PLOT 1003 SIDWASHINI INDUSTR SITE
null
null

Exporter/Shipper
APPLE CO
JHB
RSA

Waybill Containers Split Write off

Figure 39: Waybill

Make amendments and save the changes using the save changes  icon

Modifying a Registered Manifest- As indicated earlier, only Customs can modify a registered manifest;

Note: Only limited modifications can be done on the General Segment and Waybill of the Manifest.

Modifying the General Segment for a Registered Manifest

****Only the Last Date of Discharge can be modified on the General Segment of a Registered Manifest****

Modifying the Waybill for a Registered Manifest

The Waybill may be modified and the following operations are possible as indicated in the diagram below – Location, Excess and Shortage, Manual discharge. Under the Modify Operation. The following may be amended- Waybill Type, Nature, Place of Departure, Place of Destination, Description of goods, Location.

8. Excesses and Shortages

In line with the legislation and regulations, a vessel, train, aircraft or truck driver arriving in Swaziland is required to submit a Manifest of goods that he is carrying on the means of transport. Sometimes the goods are declared on the Manifest but are not on board the vessel, meaning that they are short-shipped or short landed. In other cases, the Manifest does not show

all the goods on-board the means of transport - that is the vessel will be carrying more goods than what is declared on the Manifest- i.e. Excess goods. All shortages / excesses should be reported to Customs by the Carrier.

In each case, a modification of the registered Manifest is required and Customs will modify the Waybills to reflect the actual cargo carried on the vessel upon notification or request by the Carriers.

Note that a deduction or increase in quantity will be made on the Remaining packages and Gross mass fields only as indicated below.

Manifested packages	Remaining packages	Manifested gross weight	Remaining gross weight	Volume(CBM)
10	10	100.00	100.00	

Note: Changes can only be made to the remaining packages and gross weight.

Manual Discharge

In some cases, it will become necessary to discharge a Manifest manually as guided by the procedures and policy of the Customs administration. When a consignment is discharged manually, Write off details can be viewed from the system by the Carrier and / or authorised persons. Below is a details page showing the manual discharge details;

Option 1: Viewing Manual Discharge- Select desired Waybill and right click on it. Select details to see the write off details as shown below;

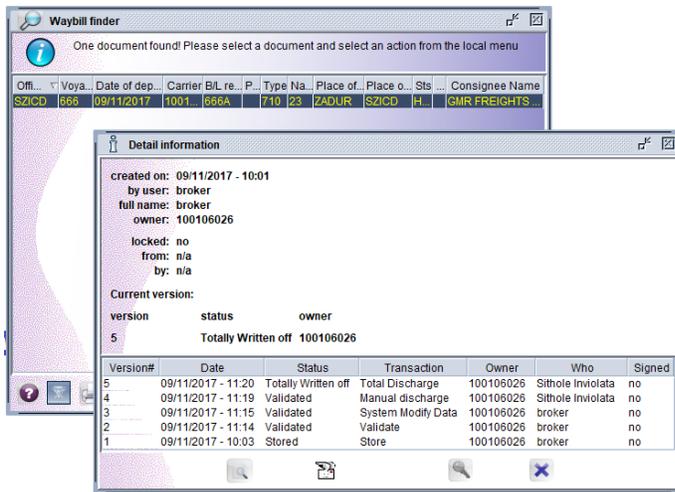
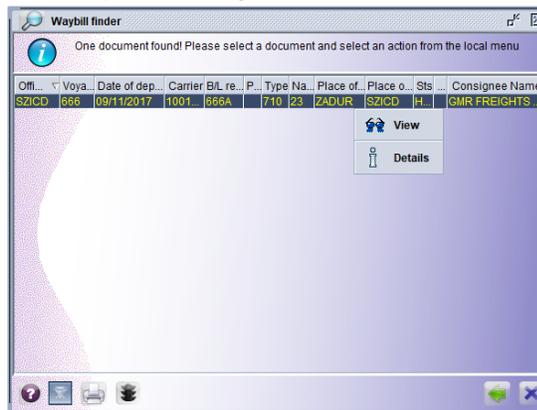


Figure 46: Detail information

Option 2

- Select the desired waybill and right click view



→Select write off tab



Figure 48: Write off Tab

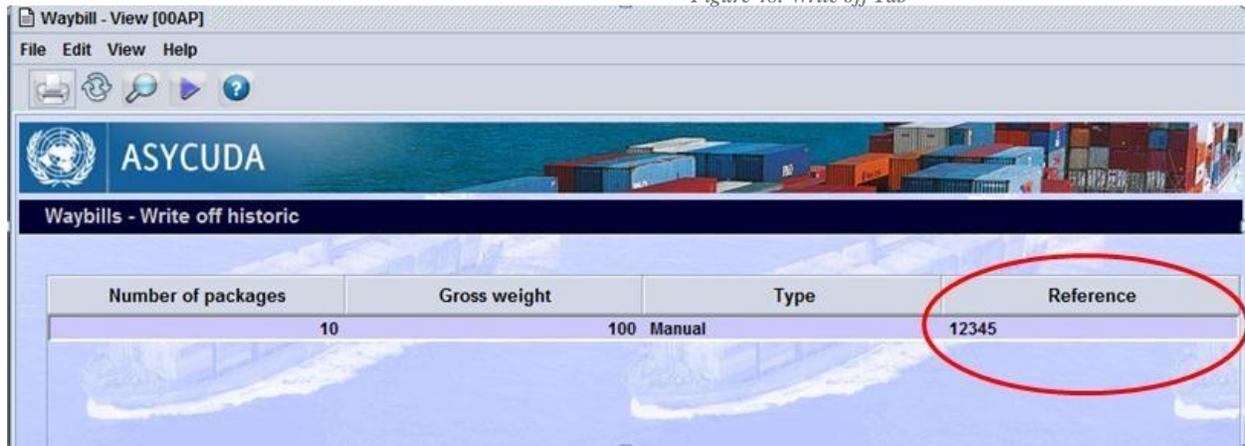


Figure 49: Waybill Write off Display menu

A manifest is normally written off using a Customs declaration. Write Off details can be accessed as detailed below.

Find Waybill and select View

Waybill finder

211 documents found! Please select a document and select an action from the local menu

Office code	Voyage nu...	Date of depa...	Carrier	BL refere...	Parent BL refe...	Type	Nature	Place of lo...	Place of unioa...	Sts	Split F...	Consignee Name
SZLAV	LC1	17/02/2017	1001060...	MAT		710	23	ZAPRY	SZLAV	HSE		BUY AND SAVE SUPERMARK...
SZMHL	NOS1989	17/02/2017	1001060...	ZS91		710	23	ZAJNB	SZMHL	HSE		BUY AND SAVE SUPERMARK...
SZLAV	PJ	17/02/2017	1001060...	PJ		710	23	ZADUR	SZMTS	HSE		MABUZA THEMBINKOSI O TIA...
SZLAV	LC1	17/02/2017	1001060...	MAT2		710	23	ZAPRY	SZLAV	HSE		MIBOCON (PTY) LTD
SZLAV	PJ	17/02/2017	1001060...	8767		710	23	ZADUR	SZMTS	HSE		DATA NETWORK SERVICES (...)
SZMHL	NOS1989	17/02/2017	1001060...	SZ90		710	23	ZAJNB	SZMHL	HSE		STURROCK SHIPPING SWAZI...
SZMHL	NOS1989	17/02/2017	1001060...	MHL18		710	23	ZAJNB	SZMHL	HSE		GMR FREIGHTS (SWAZILAND)...
SZLAV	PJ	17/02/2017	1001060...	23		710	23	ZADUR	SZMTS	HSE		YAKHA WAREHOUSE (PTY) LTD
SZLAV	LC1	17/02/2017	1001060...	MAT1		710	23	ZAPRY	SZLAV	HSE		CONCO LIMITED
SZMAT	50	18/02/2017	1001060...	1		710	23	ZACPT	SZMAT	HSE		GALP SWAZILAND (PTY) LTD
SZLAV	KHA	19/02/2017	1001060...	KHA23		710	23	ZADUR	SZNGW	HSE		COWELL INVESTMENTS (PTY)...
SZLAV	KHA	19/02/2017	1001060...	KHA22		710	23	ZADUR	SZNGW	HSE		CAR JUNCTION INVESTMENT...
SZNGW	NGW 123	28/06/2017	1001060...	123		710	23	ZACPT	SZNGW	HSE		THE HAMMOND FAMILY (PTY)...
SZLAV	LAV123	28/06/2017	1001060...	1234		710	23	ZAJNB	SZLAV	HSE		SCORE SUPERMARKETS (SW...
SZLAV	LAV123	28/06/2017	1001060...	123		710	23	ZAJNB	SZLAV	HSE		SCORE SUPERMARKETS (SW...
SZMAT	HGW 233	28/06/2017	1001060...	MLU		710	23	ZAJNB	SZMAT	HSE		PIMENTA'S KFC (PTY) LTD
SZMAT	HGW 233	28/06/2017	1001060...	7664		710	23	ZAJNB	SZMAT	HSE		BUY AND SAVE SUPERMARK...
SZLAV	MELO1	28/06/2017	1001060...	113		710	23	ZADI	SZLAV	HSE		LOGICO UNLIMITED (PTY) LTD
SZLAV	MELO1	28/06/2017	1001060...	112		710	23	ZADI	SZLAV	HSE		LOGICO UNLIMITED (PTY) LTD

The diagram shows that the Waybill on the Manifest was written off by a Customs declaration that cleared a consignment of 10 packages;

Waybill - View [SZMAT]

File Edit View Help

100 %

Waybills - Write off historic

Number of packages	Gross weight	Type	Reference
10	400 S.A.D.		SZMAT 2017 A 12

Waybill Containers Split Write off

Splitting a B/L

Splitting will help Customs Agents to appropriately distribute (or re-distribute) the information of the B/L, in regards to number of items, weight, number and kind of packages, use of Containers and description of goods, according to the available documentation (e.g. invoices, packing list, etc.)

Waybill - Split

Split Information

Nbr. of pkg: Package code: Gross weight: Container numbers: Marks & nb.:

Goods description:

Line	Nbr. of pkg	Package code	Gross weight	Container number	Goods desc.	Marks & nb.	Rem. Pkg.	Rem. Wgt.	Unloaded

Waybill Containers Split

Completed Waybill – Split

Waybill - Split

Split Information

Nbr. of pkg: Package code: Gross weight: Container numbers: Marks & nb.:

Goods description:

Line	Nbr. of pkg	Package code	Gross weight	Container number	Goods desc.	Marks & nb.	Rem. Pkg.	Rem. Wgt.	Unloaded
1	5	BC	250.00		SOFT DRINKS CONTAIN...	ADD	5	250.00	false
2	5	CS	250.00		WHISKEYS	ADD	5	250.00	false
3	2	BC	500.00		BOTTLES	ADD	2	500.00	false

Waybill Containers Split Write off

ASYCUDA → Cargo Manifest → Data Management → Manual Capture → Waybill → (Right Click) Find

1. Fill the options to filter your request
2. Press **Search** button 
3. Select the B/L to be split
4. Right click and select **Split BL** 
5. Fill the information:

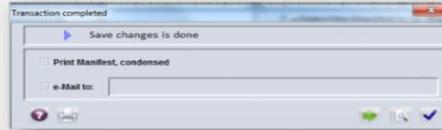
OPTION 1

No. of Packages (to be declared in the SAD); **Package code** if different to the original code; **Gross weight** (Total MUST be the same as the original B/L); **Goods description**; and **Marks and Numbers**

6. After finishing one line, click on  and continue with next line.
7. To verify the document click on 
8. Click on  to save changes

→ Save changes is done

Press  to continue with the next B/L



ASYCUDA → Cargo Manifest → Data Management → Manual Capture → Waybill → (Right Click) Find Waybills belonging to a particular Manifest

1. Fill the options to find a particular Manifest
2. Press **Search** button 
3. Select the B/L to be split
4. Right click and select **Split BL** 
5. Fill the information:

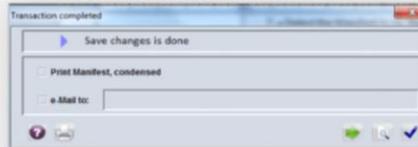
OPTION 2

No. of Packages (to be declared in the SAD); **Package code** if different to the original code; **Gross weight** (Total MUST be the same as the original B/L); **Goods description**; and **Marks and Numbers**

6. After finishing one line, click on  and continue with next line.
7. To verify the document click on 
8. Click on  to save changes

→ Save changes is done

Press  to continue with the next B/L



Validating a Split

ASYCUDA → Cargo Manifest → Data Management → Manual Capture → Waybill → (Right Click) Find

1. Fill the options to filter your request
2. Press **Search** button 
3. Select the B/L to be validate
4. Right click and select **Validate Split** 

Confirmation

Do you really want to validate B/L Splitting ?

5. Select **Save changes is done**

Information

Operation Validate Split is done.

Press  to continue with the next B/L

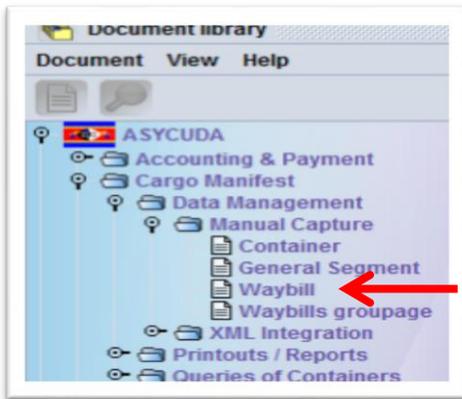
DEGROUPAGE

There are cases when shippers require de-grouping Master Waybills for consignments that are consolidated. Consolidations / Groupages are usually done for purposes of reducing freight costs. The Master Waybills / BoL must be de-grouped into House Waybills. Customs declarations can only be written off against a House Waybill and not Master.

To de-group a Master BoL-:

ASYCUDA → Document library → Cargo Manifest → Manual Capture → Waybill

Right Click Waybill and create Waybill. The Waybill Type is Master (711 / Master Air Waybill)
Verify information and Validate to Store the Master.



Completing information for a Master Waybill

The screenshot shows the 'Manifest - Waybill' form in the ASYCUDA system. The form is divided into several sections:

- Office of departure / arrival:** SZICD MAT SAPHIA INLAND CONTAINER DEPC
- General Information:**
 - Voyage number: 555
 - Date of departure: 08/11/2017
 - Date of arrival: [empty]
 - Time of arrival: [empty]
 - Registration number: [empty]
 - Waybill reference number: 555A
 - Waybill type: 711 Master bill of lading
 - Nature: 23
 - Last discharge: [empty]
 - Waybill line: 1
 - Previous document: [empty]
 - UCR: [empty]
 - Place of loading: ZADUR DURBAN
 - Place of unloading: SZICD MAT SAPHIA INLAND CONTAINER DEPOT
- Carrier:** [empty]
- Exporter/Shipper:** James North, box 100, MSASA, SA

At the bottom of the form, there are tabs for 'Waybill', 'Containers', and 'Split'.

The Master is de-grouped

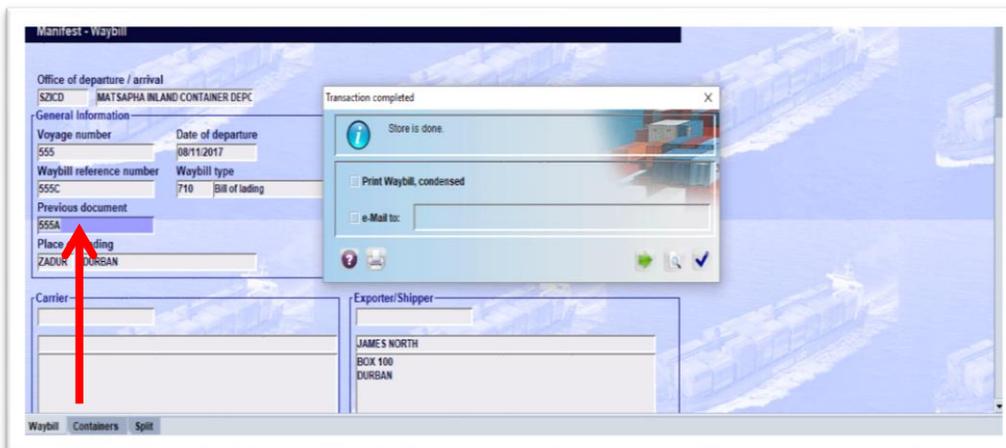
ASYCUDA → Cargo Manifest → Data Management → Manual Capture → Waybill → (Right Click) New

1. Fill the mandatory fields for the House Bol (Item)
2. Verify house B/L (item) information 
3. Store house B/L (item) 

- ✓ Note **OFFICE OF DEPARTURE** must be the same as in the Master
- ✓ Note the **VOYAGE NUMBER** and the **DATE OF DEPARTURE** must be the same as in the General Segment (already stored)
- ✓ Note the **WAYBILL TYPE** must now be **House** (Item)
- ✓ Select the right **Nature** for the document (23 = IMP)
- ✓ Note **PREVIOUS DOCUMENT** must be the Master Bol number

→ Store is done

Press  to continue with the next house **Bol** (item)



The screenshot displays the 'Manifest - Waybill' application window. A 'Transaction completed' dialog box is open in the foreground, indicating that the 'Store is done' action has been successfully executed. The dialog box includes options for 'Print Waybill, condensed' and 'e-Mail to:'. In the background, the main application window shows the 'General Information' section with the following data:

Office of departure / arrival	
SZCD	MATSAPHA INLAND CONTAINER DEPC

General Information	
Voyage number	Date of departure
555	08/11/2017
Waybill reference number	Waybill type
555C	710 Bill of lading
Previous document	
555A	
Place of origin	Place of destination
ZADUR	DURBAN

Below the 'General Information' section, there are fields for 'Carrier' and 'Exporter/Shipper'. The 'Exporter/Shipper' field contains the following information:

JAMES NORTH
BOX 100
DURBAN

A red arrow points to the 'Previous document' field, which contains the value '555A'. The 'Transaction completed' dialog box has a green arrow icon at the bottom, which corresponds to the instruction in the text above to press this icon to continue with the next house Bol (item).

A BoL may also be added / created under de-groupage from the Document library as follows:

ASYCUDA → Cargo Manifest → Data Management → Manual Capture → Waybill → (Right Click) Find

1. Fill the options to filter your request
2. Press **Search** button 
3. Select the Manifest (General Segment) to degroup
4. Right click and select **Modification** 
5. Go to **Bol** tab
6. Select **Add Bol** from the Menu options

→Would you like to add a sub-B/L to master B/L: ##### ?

7. Select **Ok** 

→Fill the house Bol (item) information

8. Verify house B/L (item) information 
9. Store house B/L (item) 

→Store is done

Press  to continue with the next house **Bol** (item)

Once the Master BoL has been de-grouped, the Groupage must be validated

ASYCUDA → Cargo Manifest → Data Management → Manual Capture → General Segment → (Right Click) Find

1. Fill the options to filter your request and press **Search** button 
2. Select the Manifest validate degroupage of B/Ls
3. Right click and select **Modification** 
4. Go to **Bol** tab
5. Select the Master B/L to validate

→B/L Status (right column) should show **MST UDG**

Right click and select **Validate Degroupage** 

Information

▶ Operation Validate Degroupage is done.



→Operation Validate Degroupage is done

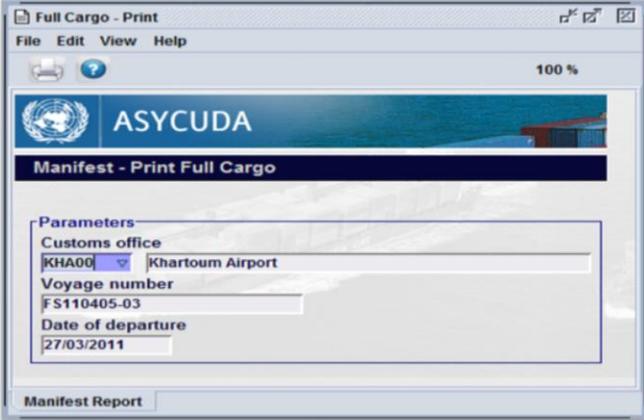
→B/L Status (right column) will now show **MST DEG**

Printing a Manifest

There may be need to print a Manifest. From the ASYCUDA Document Library, select;

**ASYCUDA → Cargo Manifest → Printouts/Reports → Printouts
→ Full Cargo → (Right Click) Print**

1. Select **Customs Office, Voyage Number** and **Date of Departure**



1. Select **Print** 

→ A PDF file will be generated

Cargo Reports

There are many reports that may be viewed or printed pertaining to the Cargo Manifest.

One must have access rights to generate them. They are found under the ASYCUDA Document Library

