



## RE-IMPORT USER GUIDE FOR CLEARING AGENTS/DECLARANTS

Following implementation of ASYCUDAWorld, It has been observed that there is no compliance with the process flow for declaring goods after temporary exports for repairs through the system. This guide has since been developed for deployment to all clearing agents and declarants to assist them to comply with the expected outcome for declaring goods after temporary exports for repairs.

This guide consists of the flow and screen shots.

The Flow

Clearing Agent/Declarant	Action Steps
Retrieve the stored ASYCUDA XML File for EX2	This is a product of the temporary export for repairs, clearing agents and declarants are advised to create an XML File for EX2 after assessment to import when creating the IM6.
Create new SAD500 (Figure 1)	<ul style="list-style-type: none"> <li>• Click ASYCUDA folder;</li> <li>• Click Goods Clearance folder;</li> <li>• Click Declaration folder;</li> <li>• Click Detailed Declaration folder;</li> <li>• Right click Detailed Declaration file;</li> <li>• Select and click new from menu list;</li> </ul>
Import ASYCUDA XML File (Figure 1) (Figure 2) (Figure 3) (Figure 4) (Figure 5) (Figure 6)	<ul style="list-style-type: none"> <li>▪ Import EX2 from ASYCUDA XML file;</li> <li>▪ Select and open the appropriate ASYCUDA XML File;</li> <li>▪ Data is uploaded;</li> <li>▪ Click “Yes” icon to confirm upload;</li> <li>▪ Select IM6 from the drop down list;</li> <li>▪ Capture the exporting company;</li> <li>▪ Capture the Consignee Code;</li> <li>▪ Capture the country of export code;</li> </ul>
General Segment and Item 1 (Figure 7)	<ul style="list-style-type: none"> <li>▪ Invoice amount includes initial amount for temporary export plus cost of repairs for the item;</li> <li>▪ Capture appropriate extended procedure code;</li> <li>▪ Capture Additional Procedure Code to suppress VAT and duties;</li> <li>▪ In box 44 capture the item rebate code used to suppress VAT and duties in box 37;</li> </ul>

<p>Item 2 (Figure 8)</p>	<ul style="list-style-type: none"> <li>▪ Click the “Add Item” icon;</li> <li>▪ The same information in item one is used to capture item two;</li> <li>▪ Capture the Extended Procedure Code(i.e., 6000) for re-importation of goods paying duties on repairs / processing;</li> </ul>
<p>Previous Document (Figure 9) (Figure 10)</p>	<ul style="list-style-type: none"> <li>▪ Open the previous document tab at the bottom of the SAD500;</li> <li>▪ Capture office of clearance code, year, customs reference and item number for the previous document(i.e., EX2);</li> <li>▪ Under current declaration capture the item number as captured on previous declaration;</li> <li>▪ Click the icon marked Add Intransit below Current Declaration description;</li> </ul>
<p>Submission of Declaration (Figure 11) (Figure 12) (Figure 13)</p>	<ul style="list-style-type: none"> <li>▪ Open the S.A.D tab on the far left</li> <li>▪ Verify document;</li> <li>▪ The customs reference for the previous document will appear on box 40;</li> <li>▪ Click the “Yes” or conform icon to accept re-importation of goods;</li> <li>▪ Validate and assess;</li> <li>▪ Click the “Yes” or conform icon to complete the validate and assess process;</li> <li>▪ A new mail will appear on the screen confirming that validate and assess was successful;</li> <li>▪ Click “Yes” icon to open the mail, alternatively click the close ignore to end the declaration process from the broker or declarant’s side;</li> </ul>

ANNEX 1

Figure 1: New SAD500



- Select and click “New” to open new SAD500;

Figure 2: SAD500

**Detailed Declaration - New [2016]**

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1 Import from ASYCUDA XML file

SRSA ASYCUDA XML

2 Exporter No. _____		1 DECLARATION		Customs Reference	
		3 Forms 1	4 Load List 1	Manifest	
		5 Items 1	6 Nbr packages	7 Declarant Reference number 2016	
8 Consignee No. _____		9 Financial No. _____			
		UCR			
		11 Trading cty.		13 C.A.P.	
14 Declarant No. 100106026 GMR FREIGHTS (SWAZILAND) PTY LTD PO Box 1478 Mbabane		15 Country of export		15 C.E. Code a  b	17 C.D. Code a  b
		16 Country of origin		17 Country of destination	
		19 Ctr. <input type="checkbox"/>	20 Delivery terms Date of Loading 06/10/2016		
21 Identity and nationality of active means of transport crossing the border		22 Currency & total amount invoiced		23 Exch. rate	24 Nature of

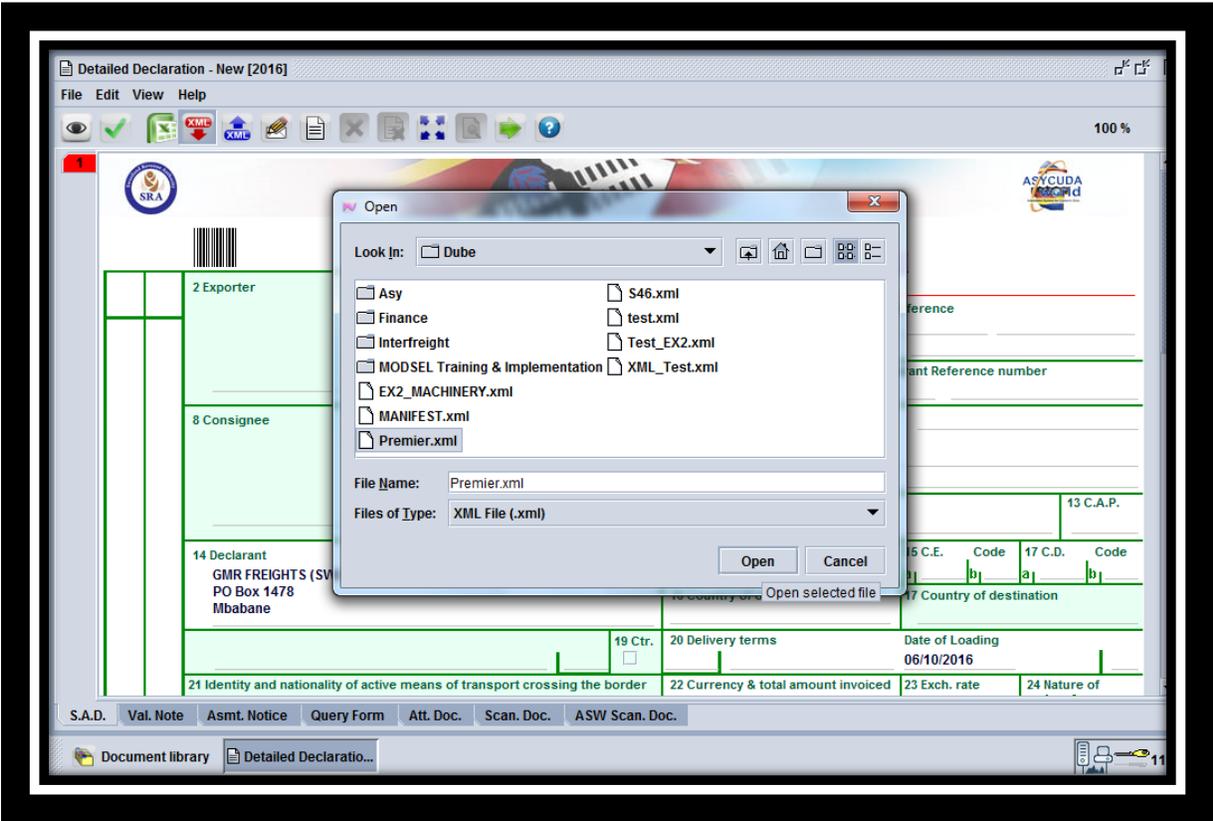
S.A.D. Val. Note Asmt. Notice Query Form Att. Doc. Scan. Doc. ASW Scan. Doc.

Document library Detailed Declaratio...

11:01

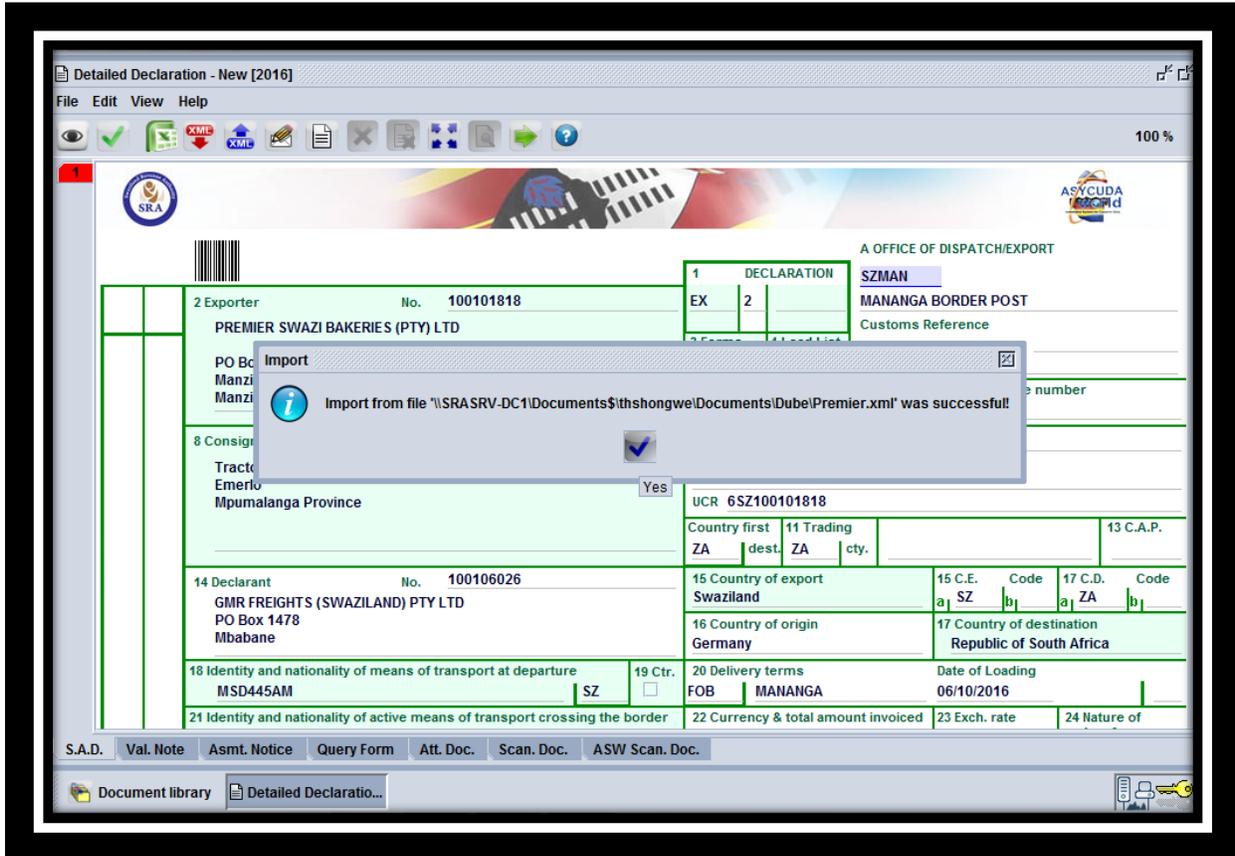
- Import EX2 from ASYCUDA XML file;

Figure 3: XML File



- Select and open the appropriate ASYCUDA XML File;

Figure 4: Previous Document – EX2



- Data is automatically populated;
- Click “Yes” icon to confirm upload;

Figure 5: Re-Import

**Detailed Declaration - New [2016]**

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**1**

**2 Exporter** No. **100101818**  
**PREMIER SWAZI BAKERIES (PTY) LTD**  
 PO Box 131  
 Manzini  
 Manzini

**8 Consignee** No. \_\_\_\_\_  
 Tractor and truck hire services  
 Emerlo  
 Mpumalanga Province

**14 Declarant** No. **100106026**  
**GMR FREIGHTS (SWAZILAND) PTY LTD**  
 PO Box 1478  
 Mbabane

**15 Country of export**  
 Swaziland

**16 Country of origin**  
 Germany

**17 Country of destination**  
 Republic of South Africa

**18 Identity and nationality of means of transport at departure**  
 MSD445AM SZ  19 Ctr.

**20 Delivery terms**  
 FOB MANANGA Date of Loading 06/10/2016

**21 Identity and nationality of active means of transport crossing the border**

**22 Currency & total amount invoiced**

**23 Exch. rate**

**24 Nature of**

**1 DECLARATION** SZMAN

**EX 2** MANANGA BORDER POST

EX 9 OTHER CUSTOMS EXPORT PROCEDURES  
 EXC 7 WAREHOUSE FOR EXCISE GOODS  
 EXC 9 EXCISE - DOMESTIC AND SACU PRODUCTS  
 FE 4 PERMANENT IMPORT SIMPLIFIED DECLARATION  
 IM 4 PERMANENT IMPORTS  
 IM 5 TEMPORARY IMPORTS  
 IM 6 RE-IMPORTS  
 IM 7 CUSTOMS WAREHOUSE

UCR 6SZ100101818

Country first 11 Trading 13 C.A.P.  
 ZA dest. ZA cty.

15 C.E. Code 17 C.D. Code  
 a) SZ b) a) ZA b)

S.A.D. Val. Note Asmt. Notice Query Form Att. Doc. Scan. Doc. ASW Scan. Doc.

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- Select IM6 from the drop down list;

Figure 6: Consignee Code

2 Exporter No. _____ Tractor and truck hire services Emerlo Mpumalanga Province		1 DECLARATION IM 6		A OFFICE OF DESTINATION SZMAN MANANGA BORDER POST	
8 Consignee No. 100101818 PREMIER SWAZI BAKERIES (PTY) LTD PO Box 131 Manzini Manzini		3 Forms 1 4 Load List 1		Customs Reference Manifest	
14 Declarant No. 100106026 GMR FREIGHTS (SWAZILAND) PTY LTD PO Box 1478 Mbabane		5 Items 1 6 Nbr packages 1		7 Declarant Reference number 2016	
18 Identity and nationality of means of transport at arrival		9 Financial No. _____		UCR	
		Country last ZA con.		11 Trading ZA cty.	
		15 Country of export Republic of South Africa		12 Value details	
		16 Country of origin Germany		13 C.A.P.	
		17 Country of destination Swaziland		15 C.E. Code a) ZA b) _____	
		19 Ctr. _____		17 C.D. Code a) SZ b) _____	
		20 Delivery terms _____		Date of Loading _____	

- Capture the exporting company;
- Capture the Consignee Code;
- Capture the country of export code;

Figure 7: Invoice Amount

Detailed Declaration - New [2016]											
File Edit View Help											
<b>8 Consignee</b> No. 100101818 PREMIER SWAZI BAKERIES (PTY) LTD PO Box 131 Manzini Manzini						<b>9 Financial</b> No. _____ UCR					
<b>14 Declarant</b> No. 100106026 GMR FREIGHTS (SWAZILAND) PTY LTD PO Box 1478 Mbabane						<b>15 Country of export</b> Republic of South Africa		<b>16 Country of origin</b> Germany		<b>17 C.D. Code</b> SZ	
<b>18 Identity and nationality of means of transport at arrival</b> MSD445AM SZ				<b>19 Ctr.</b> <input type="checkbox"/>		<b>20 Delivery terms</b> Date of Loading FOB MANANGA 06/10/2016				<b>12 Value details</b> 0.00	
<b>21 Identity and nationality of active means of transport crossing the border</b> MSD445AM SZ						<b>22 Currency &amp; total amount invoiced</b> SZL 100,000.00		<b>23 Exch. rate</b> 1.0000		<b>24 Nature of transac.</b> 1 1	
<b>25 Mode transport</b> 3 at border		<b>26 Inland mode</b> 3 Transport		<b>27 Place of discharge</b> SZMTS MATSAPHA				<b>28 Financial and banking data</b> Bank Code _____ Terms of payment _____			
<b>29 Office of entry</b> SZMAN MANANGA BORDER POST						<b>30 Location of goods</b> BPCCA					
<b>31 Packages and description of goods</b> Marks and numbers - Containers No(s) - Number and kind Marks & no of packages ADD Nbr & Kind 1 OO Loose Containers No(s)						<b>32 Item No.</b> 1		<b>33 Commodity code</b> 84051000 000		<b>34 Cty. orig. Code</b> DE	
						<b>35 Gross mass (kg)</b> 3,600.00		<b>36 Prefer.</b>		<b>37 PROCEDURE</b> 6023 409	
						<b>38 Net mass (kg)</b> 3,600.00		<b>39 Quota</b>		COMMON REGIME GOODS FOR CULTURAL, EDUCATIONAL, TEMPORARILY EXPORTED GOODS RE-I	
S.A.D. Val. Note Asmt. Notice Query Form Att. Doc. Scan. Doc. ASW Scan. Doc. Previous dg											
Document library Detailed Declaratio...											

- Invoice amount includes initial amount for temporary export plus cost of repairs for the item;
- Capture appropriate extended procedure code;
- Capture Additional Procedure Code to suppress VAT and duties;
- In box 44 capture the item rebate code used to suppress VAT and duties in box 37;

Figure 8: Cost of Repairs

Detailed Declaration - New [2016]

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1  
2

SRA

ASYCUDA World

31 Packages and description of goods

Marks and numbers - Containers No(s) - Number and kind

Marks & no of packages ADD

Nbr & Kind 1 OO

Loose

Containers No(s)

Commercial Description

PRODUCER GAS OR WATER GAS GENERATORS, WITH OR WITHOUT THEIR PURIFIERS; ACETYL GENERATOR

32 Item No. 2

33 Commodity code 84051000 000

34 Cty. orig. Code DE

35 Gross mass (kg) 3,600.00

36 Prefer.

37 PROCEDURE 6000 000

38 Net mass (kg) 3,600.00

39 Quota

40 Summary declaration / Previous document S/L

41 Supplementary units

42 Item Price 15,000.00

43 V.M. code 1

44 Add. info Documents Produced Certificates and authorisations

Licence No 0.00+0.00+0.00+0.00-0.00 D.Val D.Qty

A.D.

Prev WHS

41bis Write-Off units

46 Statistical value 15,000.00

47 Calculation of taxes

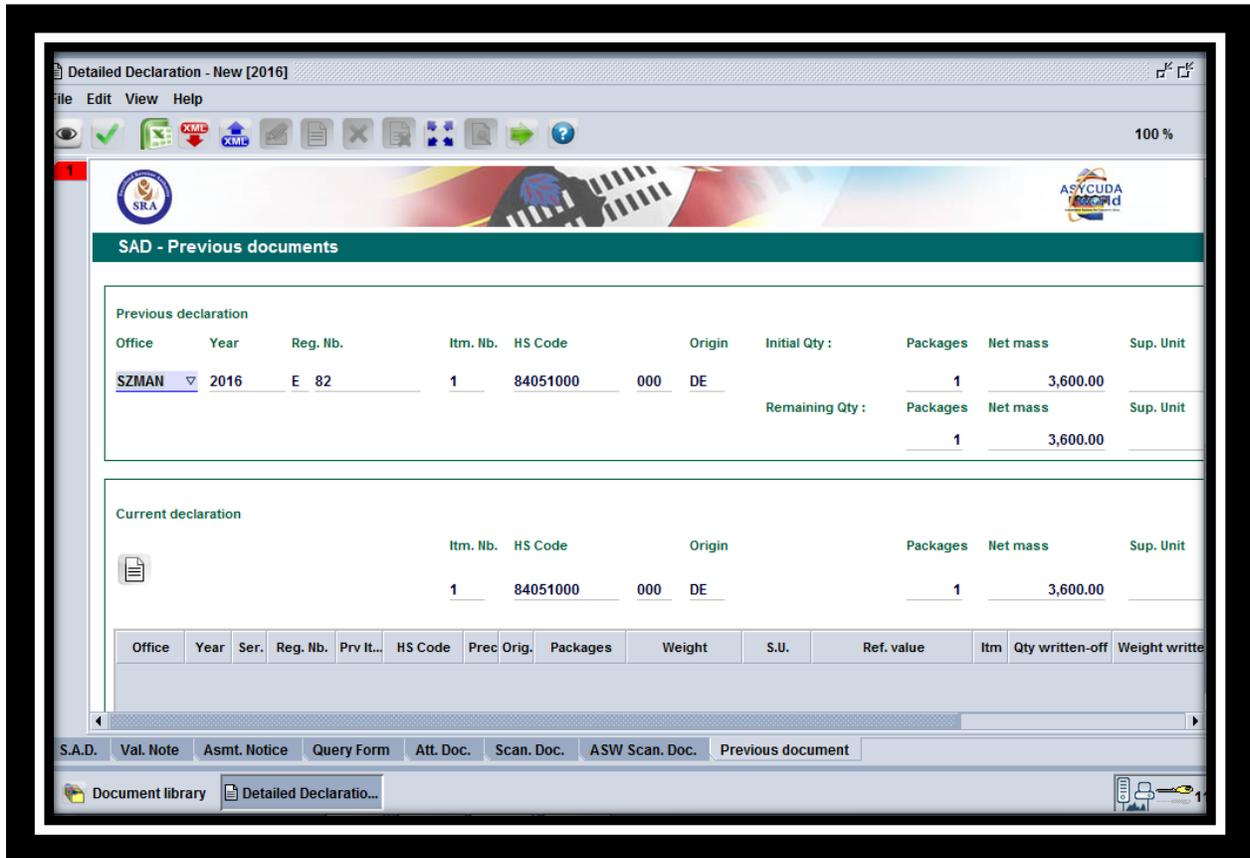
Type	Tax base	Rate	Amount	MP

S.A.D. Val. Note Asmt. Notice Query Form Att. Doc. Scan. Doc. ASW Scan. Doc. Previous document

Document library Detailed Declaratio...

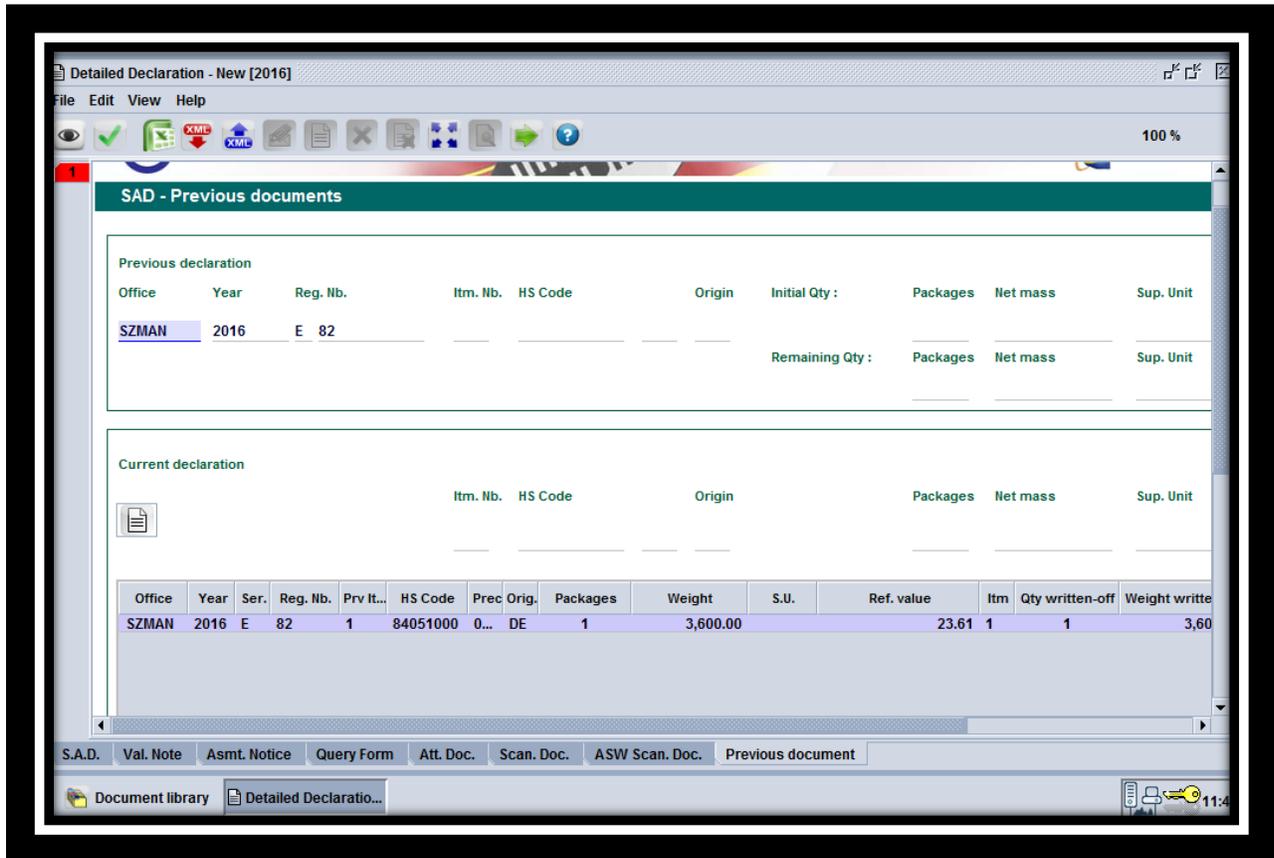
- Click the “Add Item” icon;
- The same information in item one is used to capture item two;
- Capture the Extended Procedure Code(i.e., 6000) for re-importation of goods paying duties on repairs / processing;

Figure 9: Previous Document Stage 1



- Open the previous document tab at the bottom of the SAD500;
- Capture office of clearance code, year, customs reference and item number for the previous document(i.e., EX2);
- Under current declaration capture the item number as captured on previous declaration;

Figure 10: Previous Document Stage 2



- Click the icon marked Add Intransit, below Current Description;

Figure 11: Re-Importation of Goods

**Detailed Declaration - New [2016]**

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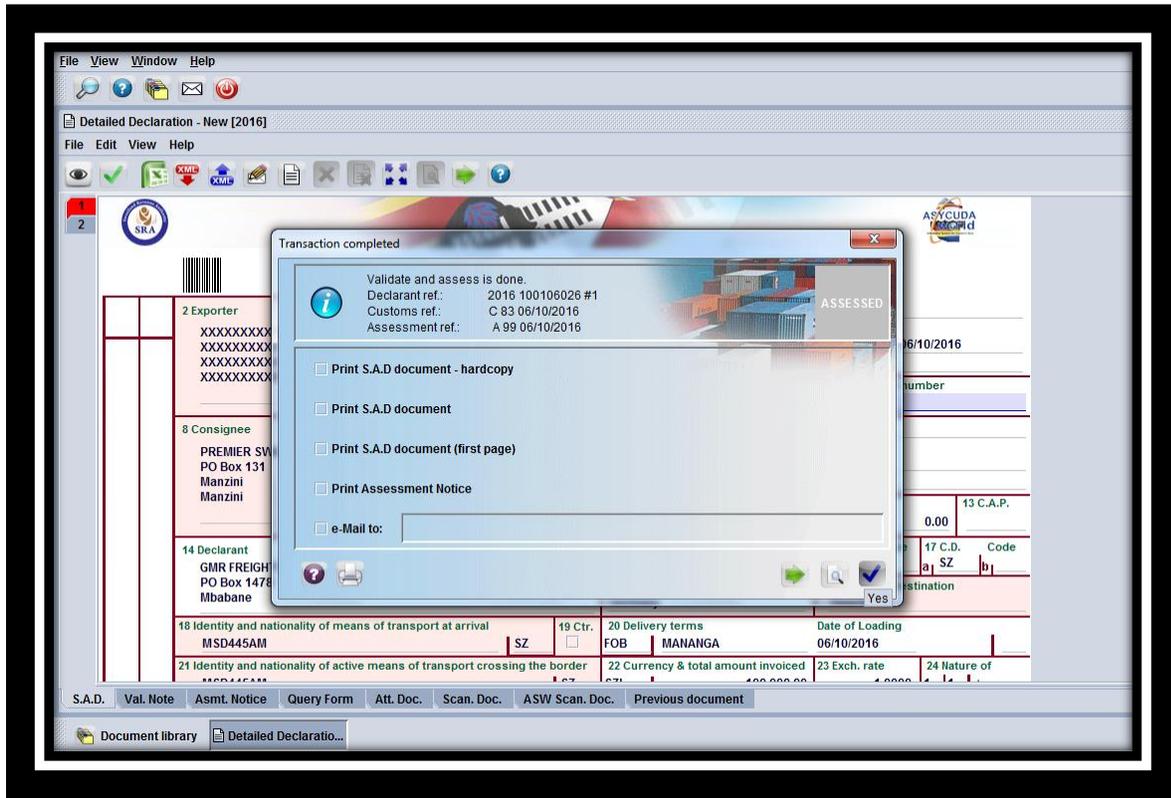
14 Declarant No. 100106026 GMR FREIGHTS (SWAZILAND) PTY LTD PO Box 1478 Mbabane	15 Country of export Republic of South Africa	15 C.E. Code a) ZA b)	17 C.D. Code a) SZ b)
18 Identity and nationality of means of transport at arrival MSD445AM SZ	19 Ctr. <input type="checkbox"/>	20 Delivery terms FOB MANANGA	Date of Loading 06/10/2016
21 Identity and nationality of active means of transport MSD445AM	22 Total amount invoiced 100,000.00	23 Exch. rate 1.0000	24 Nature of transac. 1 1
25 Mode transport 3 at border	26 Inland mode 3 Transport	27 Plac SZM1	28 Banking data Bank Code
29 Office of entry SZMAN MANANGA BORDER POS1	30 Loc BPC	31 Packages and description of goods Marks and numbers - Containers No(s) - Number and kind Marks & no ADD Nbr & Kind 1 OO Loose Containers No(s) PRODUCER GAS OR WATER GAS GENERATORS, WITH OR WITHOUT THEIR PURIFIERS;ACETYL Commercial Description GENERATOR	
32 Item No. 1	33 Commodity code 84051000 000	34 Cty. orig. Code a) DE b)	35 Gross mass (kg) 3,600.00
36 Prefer.	37 PROCEDURE 6023 409	38 Net mass (kg) 3,600.00	39 Quota
40 Summary declaration / Previous document SZMAN 2016 E 82 art. 1	41 Supplementary units	42 Item Price 85,000.00	43 V.M. code
44 Add. info Documents Produced Certificates Licence No D.Val D.Qty 0.00+0.00+0.00+0.00-0.00 A.D.	MV Period (Months)	A.I. Code	45 Adjustment 1.00

S.A.D. Val. Note Asmt. Notice Query Form Att. Doc. Scan. Doc. ASW Scan. Doc. Previous document

Document library Detailed Declaratio...

- Verify document;
- The customs reference for the previous document will appear on box 40;
- Click the “Yes” or conform icon to accept re-importation of goods;

Figure 12: Validate and Assess



- Validate and assess;
- Click the “Yes” or conform icon to complete the validate and assess process;

Figure 13: Assessment Confirmation



- A new mail will appear on the screen confirming that validate and assess was successful;
- Click “Yes” icon to open the mail, alternatively click the close ignore to end the declaration process from the broker or declarant’s side.

END