ASYCUDA WORLD INTRODUCTORY MANUAL

1. INTRODUCTION

One of the mandates of the Barbados Revenue Authority is to serve with efficiency and flexibility whilst embracing new innovations and concepts. In this regard we have launched ASYCUDA World.

The **Cargo Manifest** is the first step in the Customs clearance process and shall be submitted to Customs using ASYCUDA World. The main purpose of the Cargo manifest is to provide necessary information about cargo for transport, commercial and regulatory reasons. It is traditionally used by Customs as a control tool to ensure that all cargo carried onboard a vessel is accounted for, usually by means of individual customs declarations. It also gives the national Customs some advance information on imported cargo in order to plan examination priorities, risk assessment and optimize allocation of resources. ASYCUDA World provides Customs and Traders the means to achieve greater efficiencies towards reducing clearance times and improvement of the business climate of Barbados.

Access to ASYCUDA World is to be granted through an application process. A user or director of an entity applies to the Revenue Commissioner using the prescribed form called "ASYCUDA WORLD USER AUTHORIZATION FORM". The form makes provisions for a principal user (The applicant) and persons who can act on behalf of the applicant. Each commercial type applicant account will be linked to a national tax payer Identification Number, being a Value Added Tax (VAT) or Taxpayer Identification Number (TIN). Thus, each user included on an application will also be linked to the principal tax payer ID. The Barbados Revenue Authority will issue each applicant and its designated user(s) with a login name and initial password to enable access to ASYCUDA World. Once a user has logged in successfully, the system will force a change of password based on a predetermined level of complexity that enhances the strength of the password. Once the password is successfully changed, the user may subsequently change the password at his or her discretion. However, the system will force a change of password every six months or whenever a user request a password change due to a forgotten or compromised password.

Welcome to ASYCUDA WORLD!

2.   ACCESS TO THE SYSTEM

Access to Barbados ASYCUDA World is through the following URL:
http://asycuda.bra.gov.bb:8085

Access to ASYCUDA World is to be granted through an application process which entails submitting an application form with a passport size photograph. After application, users are issued with a Username and Password.

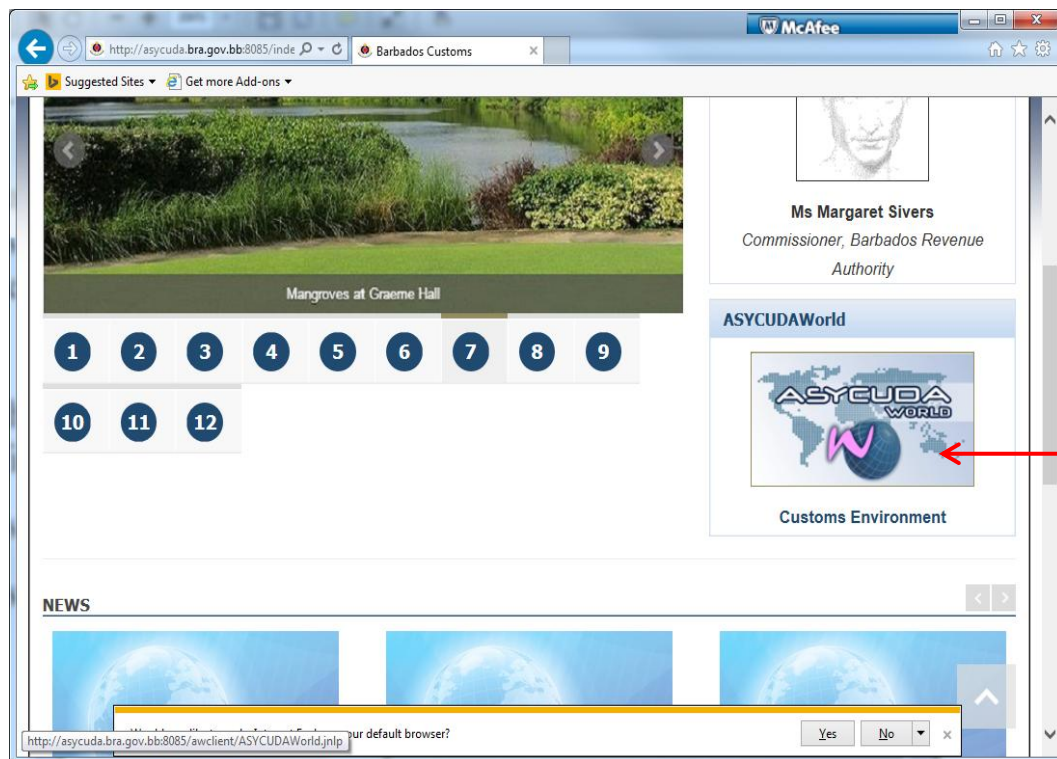Click on the ASYCUDA World logo on the web page as shown in Figure 1.

Figure 1 URL web page

The following two boxes shown in Figure 2 are displayed.
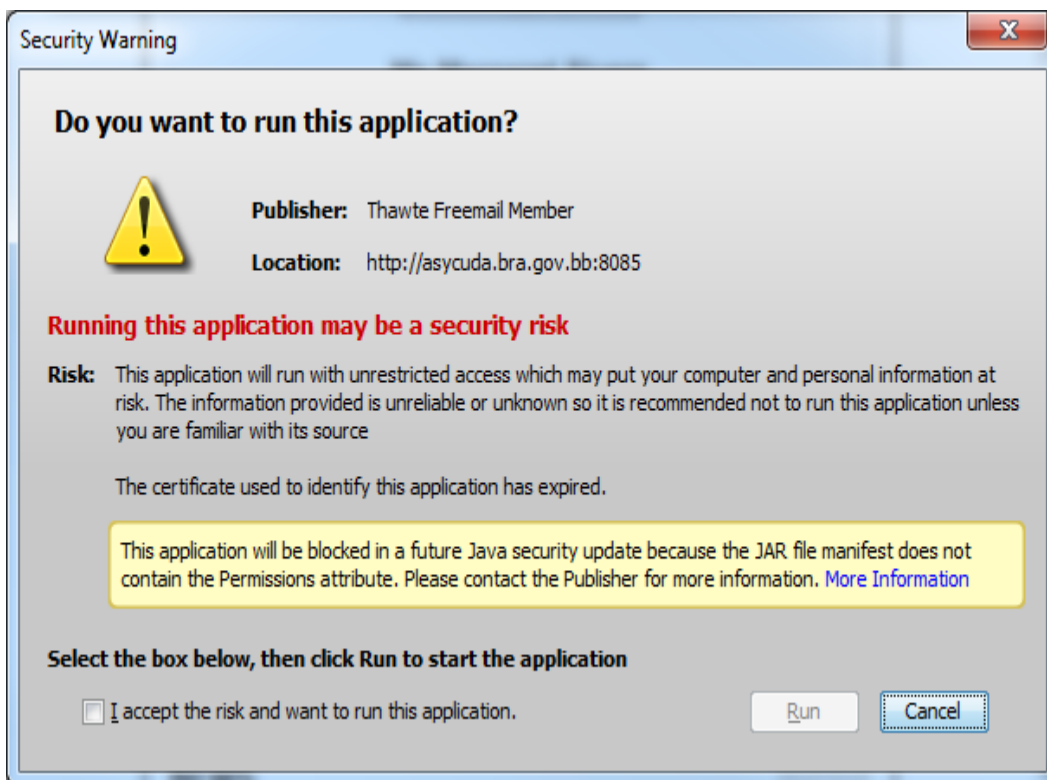
Figure 2 Accessing ASYCUDA World

Click on **"I accept the risk and want to run this application".**

The **"Java Console"** shown in Figure 3 and **"login"** interface shown in Figure 4 will be displayed.

The Java Concole consists of launching, logging and performance functions of the ASYCUDA World application. Where login issues develop, the console contents should be e-mailed to the ASYCUDA World technical team to assist with solving the problems.
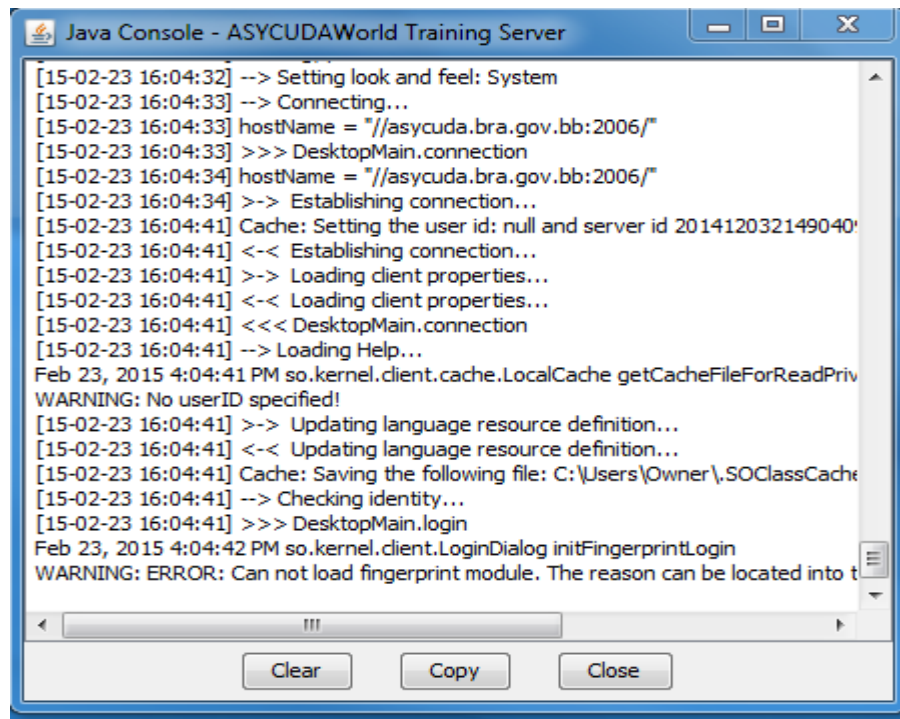

Figure 3 Java Console

Click here after entering login information

Figure 4 Login interface

3.   LOGGING INTO THE SYSTEM

Insert the relevant login name and password into the login interface shown in Figure 4 and click on the [icon] icon. The following screen shown in Figure 5 is displayed indicating that the system has been accessed.

Figure 5 Access page to ASYCUDA World

4.   THE APPLICATION MAIN SCREEN

The screen is comprised of the following as shown in Figure 6:

Title Bar: the name of the application and user's name.

Menu bar: containing the various functionality of system.

Icons bar: short cut to the system document and other functionality;

Work space area: area where all documents are opened; and

Task bar: contains the different processing tasks and open documents.

Figure 6 Application main screen
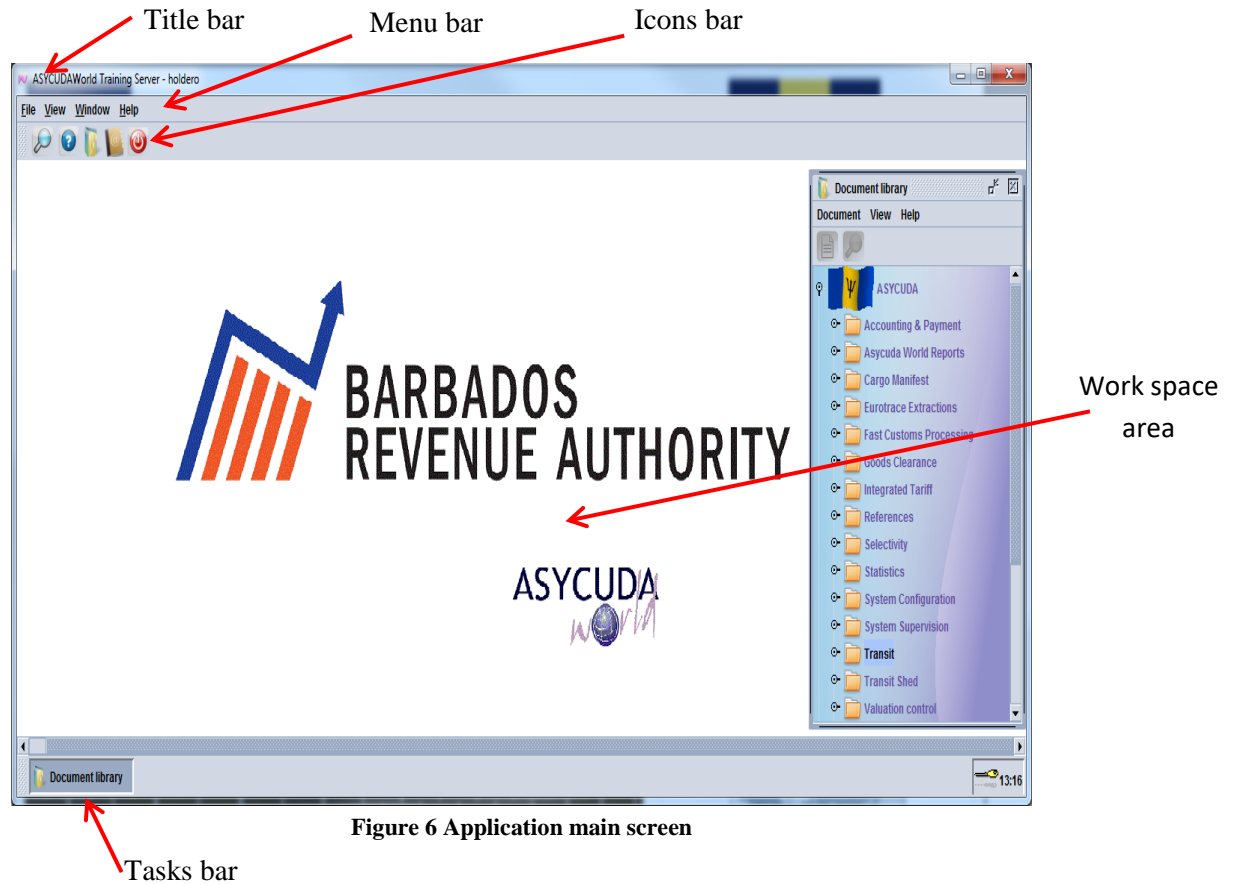
Menu Bar Options

The menu bar consists of the "File", "View", "Windows" and "help" options as shown in Figure 7.

Figure 7 Menu bar options
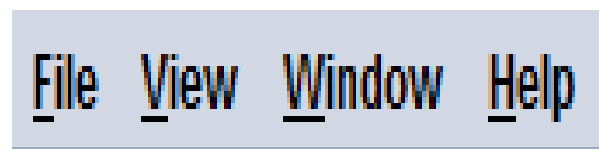
The "File" Option

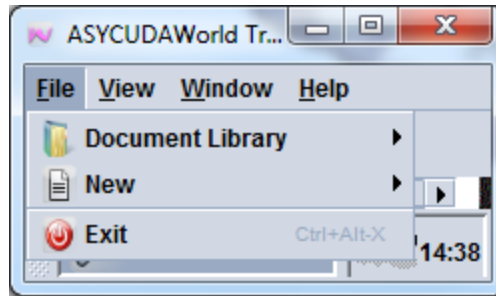Clicking on "**file**" gives three options: Document library, New and Exit as shown in Figure 8.

Figure 8 File menu options

The **"Document Library"** option permits the search of this facility without using the main window as shown in Figure 9. It is therefore an alternative to the Document Library tool bar.
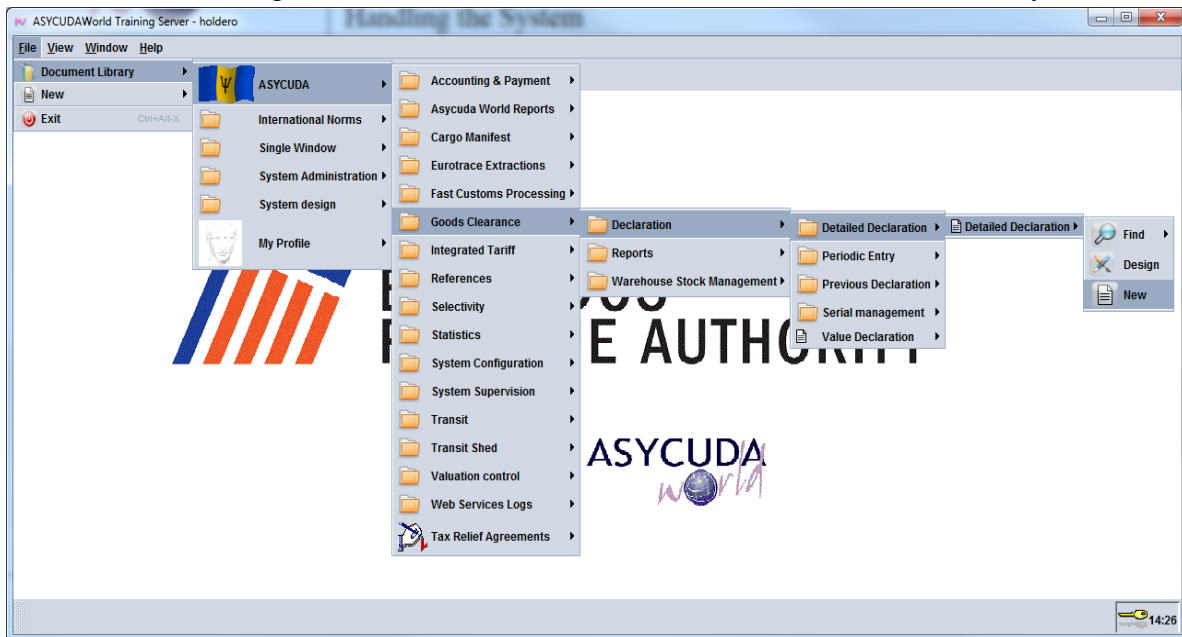
Figure 8 Use of the File menu

Selecting **"New"** provides a direct link for creating e-mail messages to system users as shown in Figure 9.
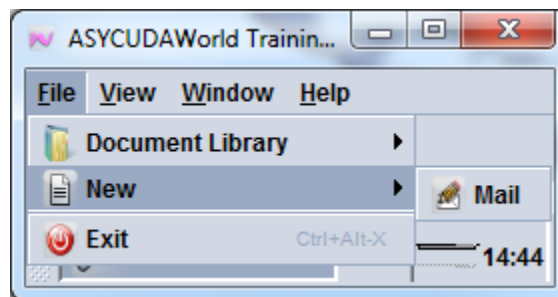

Figure 9 Display of "New" option

Selecting **"exit"** enables users to exit the system.

The "View" Option

This facility provides four options: Access to the Document library, Mailbox, Tool bar and Task bar as shown in Figure 10.
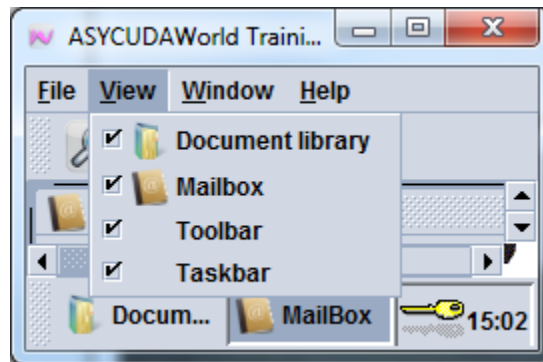

Figure 10 View options

Selecting an option enable it to be displayed. An option is not displayed if deselected.

The "Window" Option

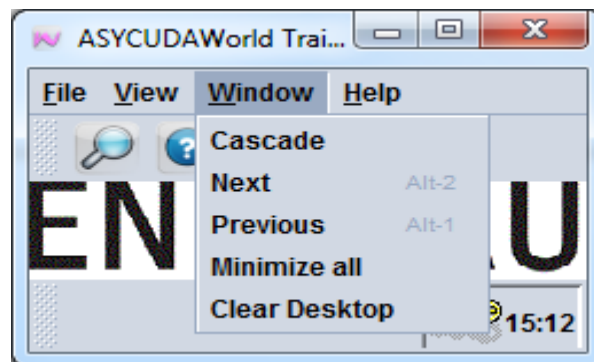Selecting the **"Window"** provides the options displayed in Figure 11.

Figure 11 Window options

The "**cascade**" option displays all the currently opened documents in the cascade format as shown in Figure 12.
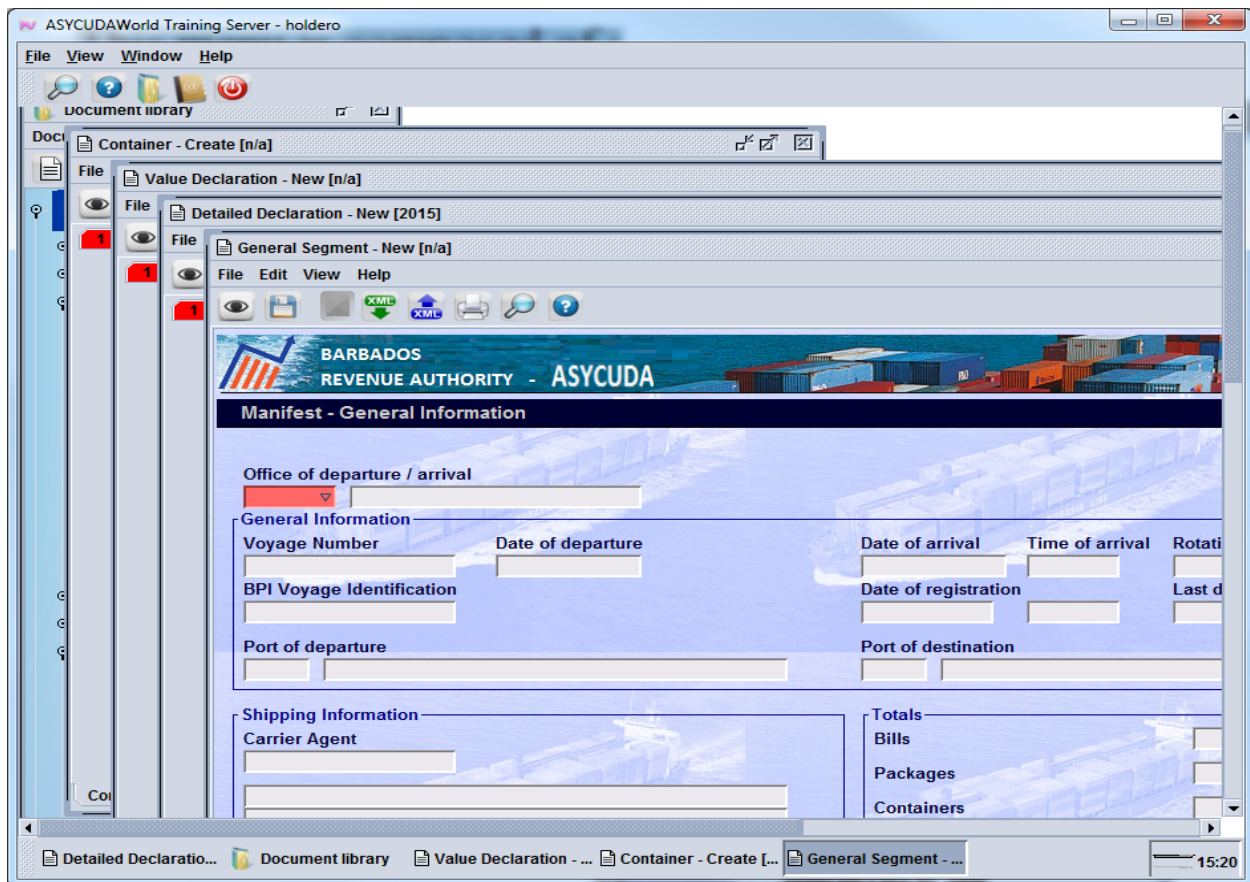
Figure 12 Cascade of currently open documents

The "**Next**" option activates the next document currently in use.

The "**Previous**" option activates the previous document.

The "**Minimize**" option collapses all open documents.

The "**Clear Desktop**" option closes all open documents.

The "**Help**" option is intended to provide online help for users. This facility is not currently available.

Icon Bar Options

The" **Icon bar"** gives the options displayed in Figure 13.

Figure 13 Icon Bar options

The icon opens the Document Finder as shown in Figure 14. It provides the general research for documents in the stated categories.
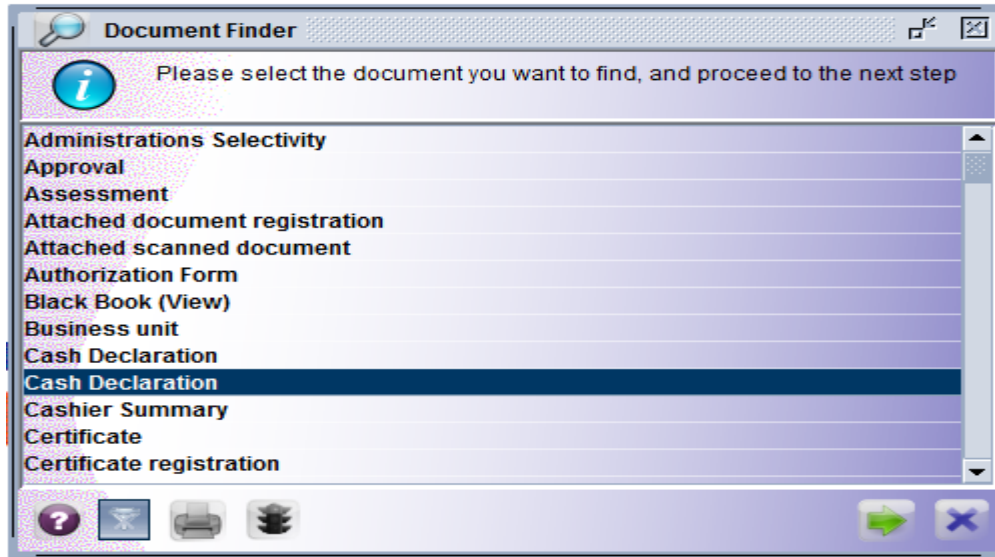

Figure 14 Document search finder

The "**online help**" icon provides a link to the online help which is currently unavailable.

The "**document library**" icon provides another direct access to the document library.

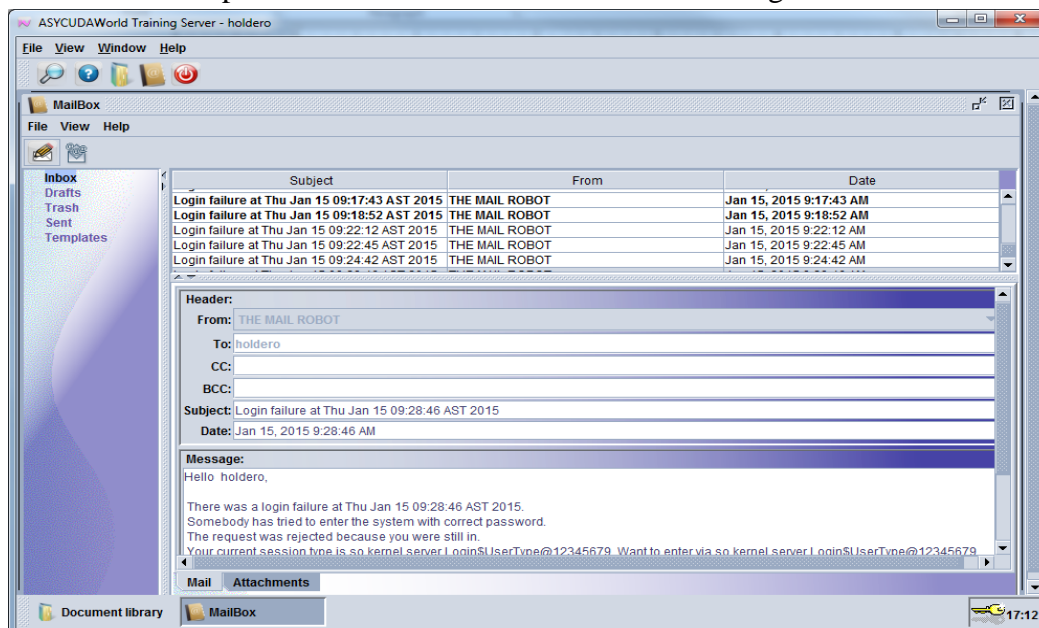The "email" icon opens the electronic mailbox as shown in Figure 15.

Figure 15 Electronic Mail-box

The "**logoff**" icon closes the ASYCUDA World session. The system will prompt with a box to confirm the end of the session as shown in Figure 16.
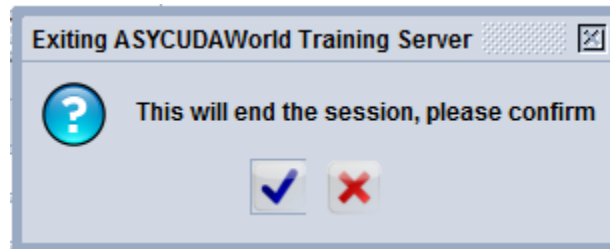

Figure 16 Confirm to end session.

5.   THE DOCUMENT LIBRARY

The Document library as shown in Figure 17 opens in ASYCUDA after:

   (a)   logging on to the system;
   (b)   using **"view"** in the menu bar; or
   (c)   clicking the **"Document library"** icon in the Icons bar.

It consists of all the system documents to which a particular user has the rights. It is built with a set of binders that contains documents. The binders are presented in an hierarchical order where documents are grouped and linked together for performing a particular function.
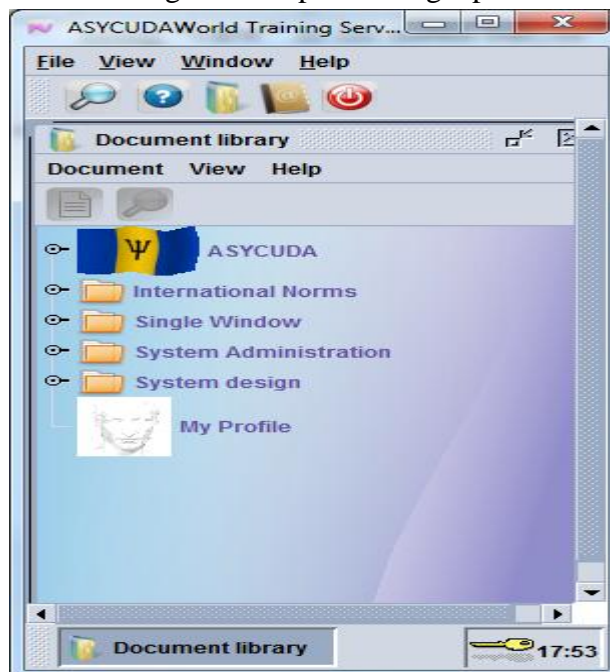

Figure 17 Document library

The binders are made up of e-documents.

E-documents

An e-document is a representation of a physical paper document to be used for processing or displaying data. Examples of e-documents are:

     (a)   a customs declaration;

     (b)   a statement; and

     (c)   a table.

The e-documents are represented by the [icon] and are contained in a binder. The binder icon should be continuously clicked until the e-documents icon is displayed as shown in Figure 18.
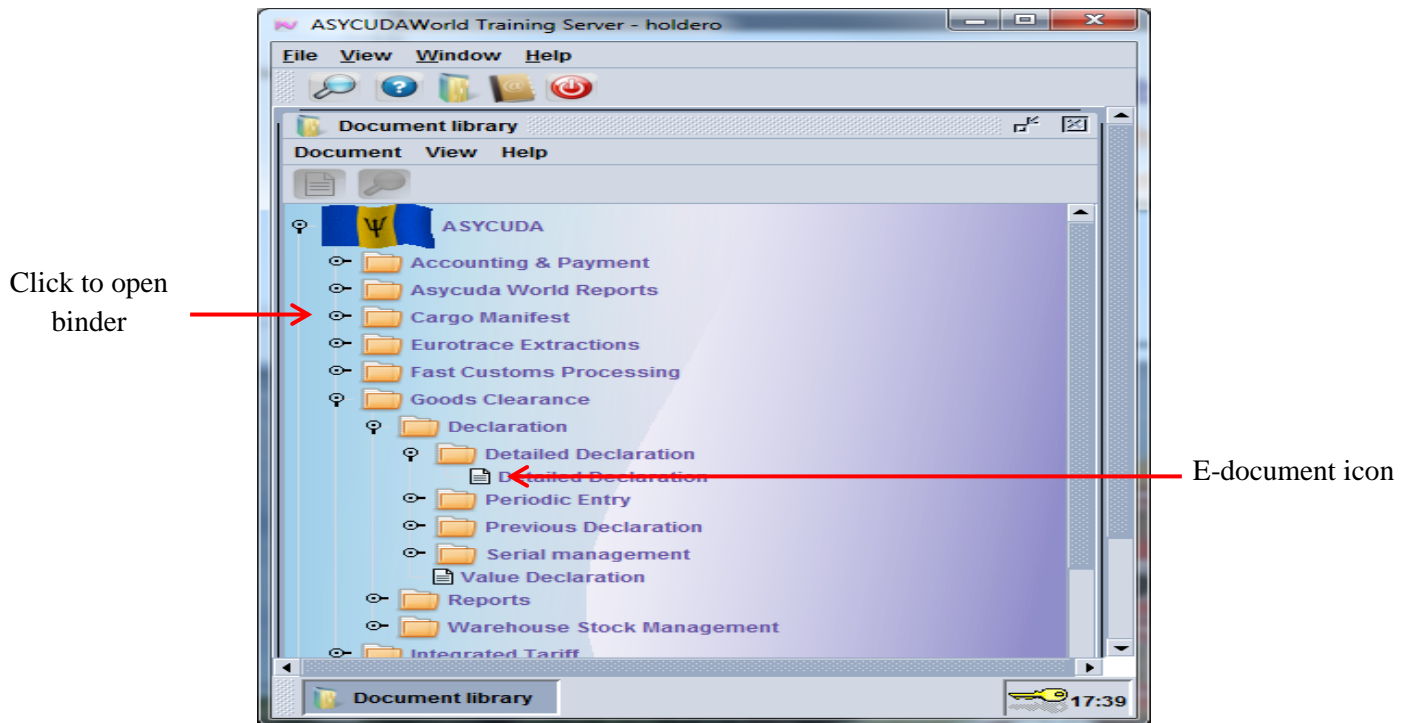

Figure 18 Accessing e-documents

Right click on the e-document icon to display the document as select "**new**" as shown in Figure 19.
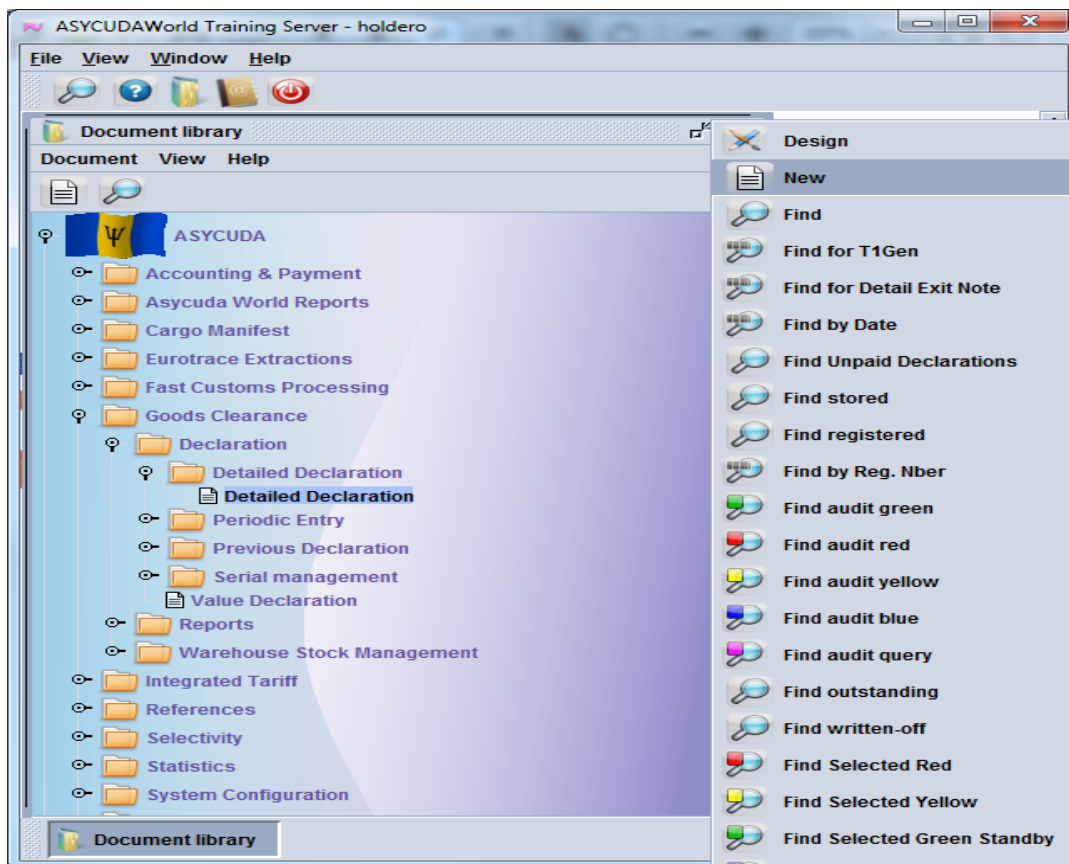
Figure 19 Finding an e-document

A new e-document will be displayed as shown in Figure 20.

Figure 20 Example of a new e-document

E-document options

Each e-document has three options as follows:

Option 1 to minimise the document to the task bar;

Option 2 to expand the document to cover the working area; and

Option 3 to close the document without any modification as shown in Figure 21.
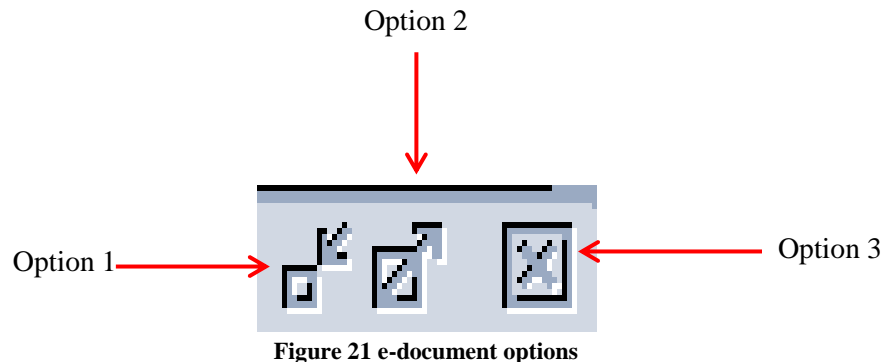

Figure 21 e-document options

E-document fields

E-documents consist of spaces for entering data called **"fields"**. It is mandatory that some of the fields be populated with data. These fields are displayed in red. The entry of data in other fields is optional and are coloured blue as shown in Figure 22.

Figure 22 Illustration of Mandatory and Optional data fields

NB: The tab button should be used to navigate between fields.

Managing errors

Users can commit errors when completing e-documents. Committed errors are displayed by the system when the **"verify"** or **"validate"** icons are selected. Error messages are displayed as shown in Figure 23.

Figure 23 Error Message Window

All messages should be corrected before continuing the process.
Double clicking each message will take the cursor to the error field.

USING THE FINDER

The finder is a powerful tool that facilitates the retrieval of documents lodged within the system. It is available by right clicking on any category of documents and selecting "**find**" as shown in Figure 24.
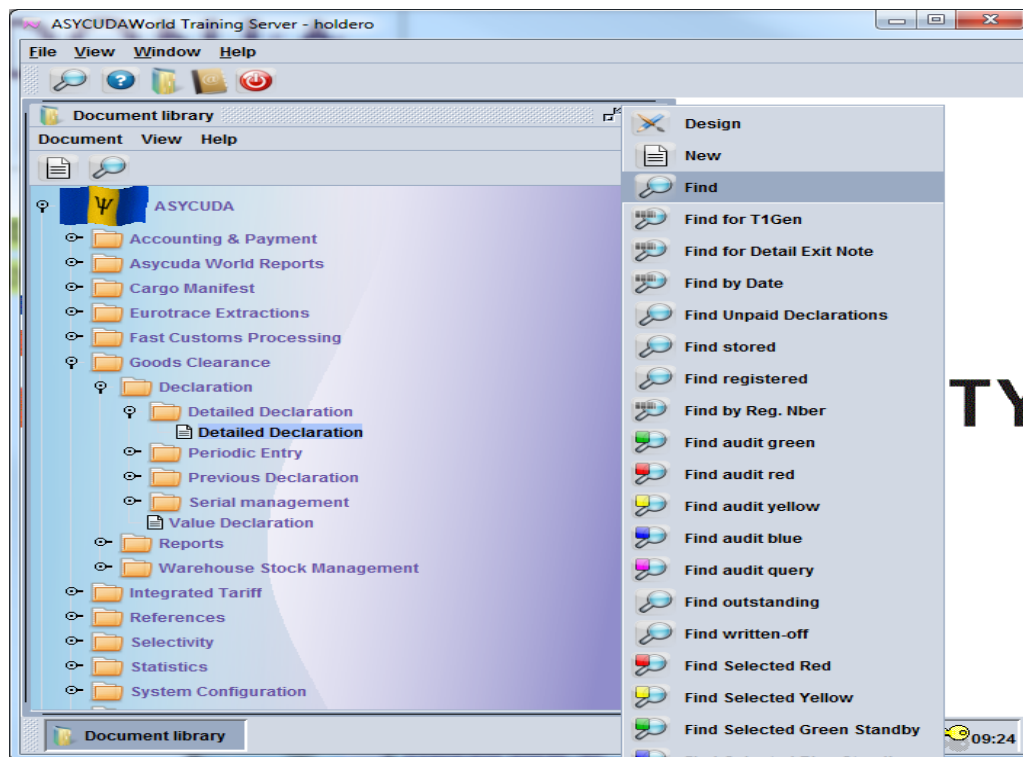
Figure 24 Triggering the Finder

The Finder is displayed in Figure 25.

Name	criteria	value #1	value #2
Document Status	all		
Clearance off.	all		
Reg. Ser.	all		
Reg. Nber	all		
Reg. Date	all		
Ast. Ser.	all		
Ast. Nber	all		
Ast. Date	all		
Barcode	all		
Rcp. Serial	all		
Rcp. Nber	all		
Rcp. Date	all		
Qty Items	all		
Warehouse Code	all		
Amount to be paid	all		
Declarant	all		
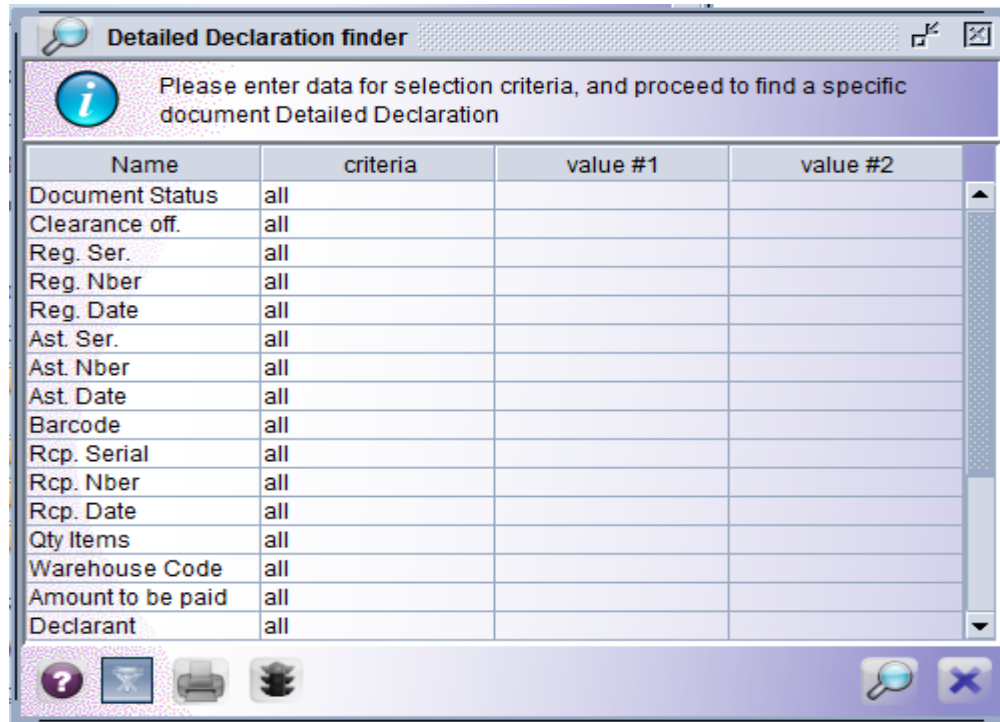
Figure 25 Display of Finder

The utility offers the user multiple options to locate various types of declarations and contains four columns as follows:
1. Name
2. Criteria
3. Value #1
4. Value #2

The "**Name**" column contains the names of various research fields as follows:

(a)   **Document Status** – this is the status of the declaration and may be [stored, registered assessed, paid, exited, cancelled or archived.

(b)   **Clearance Office** – This is office where goods are being cleared.

(c)   **Registration Serial** – This is the letter preceding the Customs Registration Number.

(d)   **Registration Number** –This is the serial letter assigned to assessed declarations by the Customs Registration Number (in this case it is **C**).

(e)   **Registration Date -** This is the date the declaration was registered.

(f)   **Assessment Serial** – This is the serial letter assigned to assessed declarations by the Customs Administration (in this case it is **L**).

(g)   **Assessment Number-** This is the declaration assessment number.

(h)   **Assessment Date -** This the date the declaration was assessed.

(i)   **Declarant -** This is the declarant code.

(j)   **Declarant reference year –** This is the year the declaration was prepared.

(k)   **Declarant reference –** This is the declarants' reference number.

(l)   **Type – EX:** Exports or IM: Imports.

(m)   **General Procedure -** Declaration model.

(n)   **Exporter –** This is the exporters' code.

(o)   **Consignee -** This is the importers' code.

(p)   **Examiner Chief –** Chief Examiners name.

(q)   **Examiner –** The examiners name.

(r)   **Section –** This is the section code.

(s)   **Total Duties & Taxes –** Total Duties & Taxes Amount.

(t)   **Colour -** This is the declaration lane colour.

The "**criteria**" column provide the choices of research criteria and may include the following options:

(a)   All

(b)   Less than

(c)   Less than or equal

(d)   Greater than

(e)   Greater than or equal

(f)   Not equal

(g)   Equal

(h)   Between

(i)   Is empty

(j)   Is not empty

(k)   Starts with

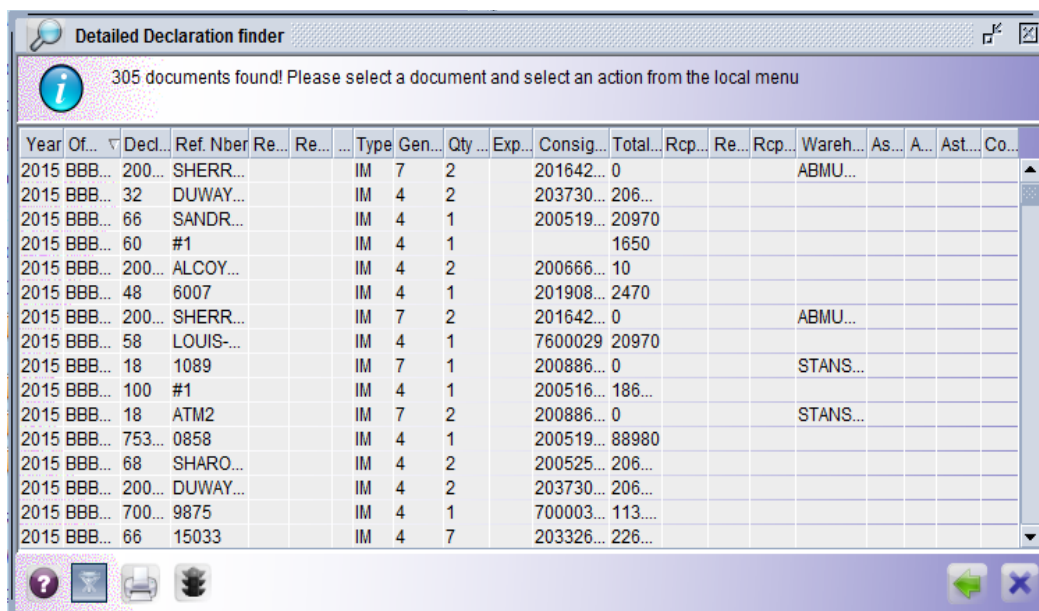(l)   Ends with

(m)   Contains substring

(n)   Equals

The **Value#1** column allows for filling research values and may be completed with criteria such as the following:
Name: Registration Year – **Criteria**: Equals - **Value#1:** 2010.
The **Value#2** may be completed with additional desired criteria as follows:
Name: Registration Year – **Criteria:** Between – **Value #1:** 2009 and **Value #2:** 2010.
The results of using the Finder are shown in Figure 26.

Detailed Declaration finder

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

Year	Of...	Decl...	Ref. Nber	Re...	Re...	...	Type	Gen...	Qty	...	Exp...	Consig...	Total...	Rcp...	Re...	Rcp...	Wareh...	As...	A...	Ast...	Co...
2015	BBB...	200...	SHERR...				IM	7	2			201642...	0				ABMU...				
2015	BBB...	32	DUWAY...				IM	4	2			203730...	206...								
2015	BBB...	66	SANDR...				IM	4	1			200519...	20970								
2015	BBB...	60	#1				IM	4	1				1650								
2015	BBB...	200...	ALCOY...				IM	4	2			200666...	10								
2015	BBB...	48	6007				IM	4	1			201908...	2470								
2015	BBB...	200...	SHERR...				IM	7	2			201642...	0				ABMU...				
2015	BBB...	58	LOUIS-...				IM	4	1			7600029	20970								
2015	BBB...	18	1089				IM	7	1			200886...	0				STANS...				
2015	BBB...	100	#1				IM	4	1			200516...	186...								
2015	BBB...	18	ATM2				IM	7	2			200886...	0				STANS...				
2015	BBB...	753...	0858				IM	4	1			200519...	88980								
2015	BBB...	68	SHARO...				IM	4	2			200525...	206...								
2015	BBB...	200...	DUWAY...				IM	4	2			203730...	206...								
2015	BBB...	700...	9875				IM	4	1			700003...	113....								
2015	BBB...	66	15033				IM	4	7			203326...	226...								

Figure 26 Results of a Finder search

Select and right click on the desired document as shown in Figure 27 and the user options are displayed. Select either "**view**" or "**retrieve**" to see the document. The "**view**" option does not permit any adjustment to the document. Adjustments can be made in the "**retrieve**" option.
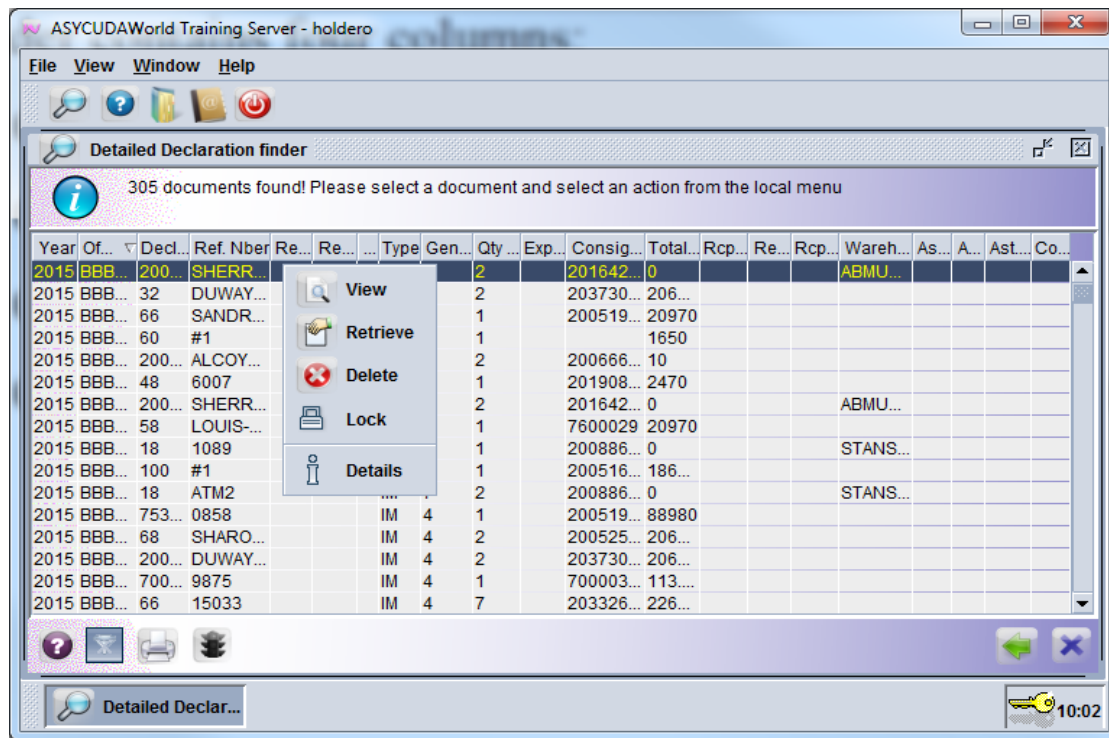
Figure 27 Finder results and view options.

THE MAILBOX

The mailbox facilitates the transmission of messages between system users. It is activated either through:

(a)	selecting "**view**" in the menu bar and clicking on "**mailbox**";
(b)	clicking on mailbox in the Icon bar;
(c)	displayed on the initial login to the system.

A new mail message is created by:

(a)	clicking on the icon; or
(b)	clicking on "**file**" and selecting "**new message**".

The mail dialog box shown in Figure 28 is displayed when creating a new message:
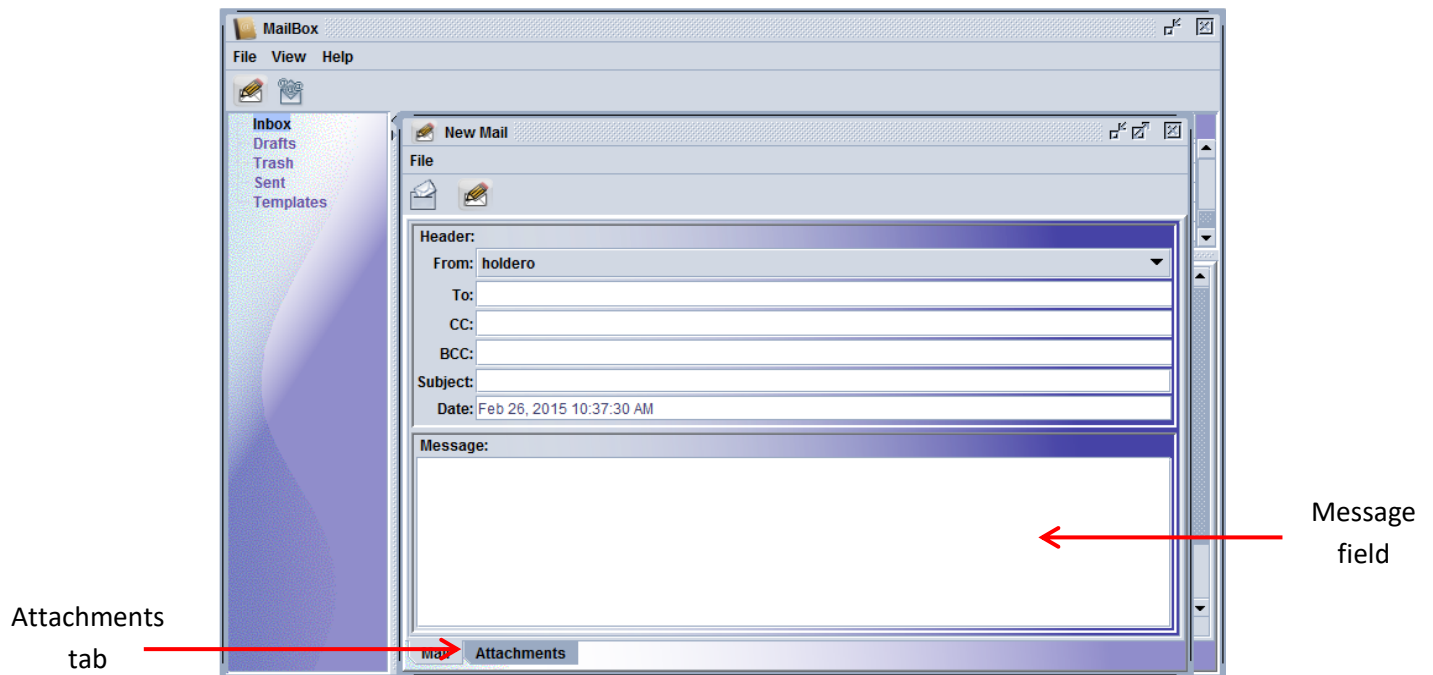

Attachments tab

Message field

Figure 28 New mail message dialog box

Attachments can be added to the mail by clicking on the "**Attachments tab**" and a dialog box as shown in Figure 29 is displayed.
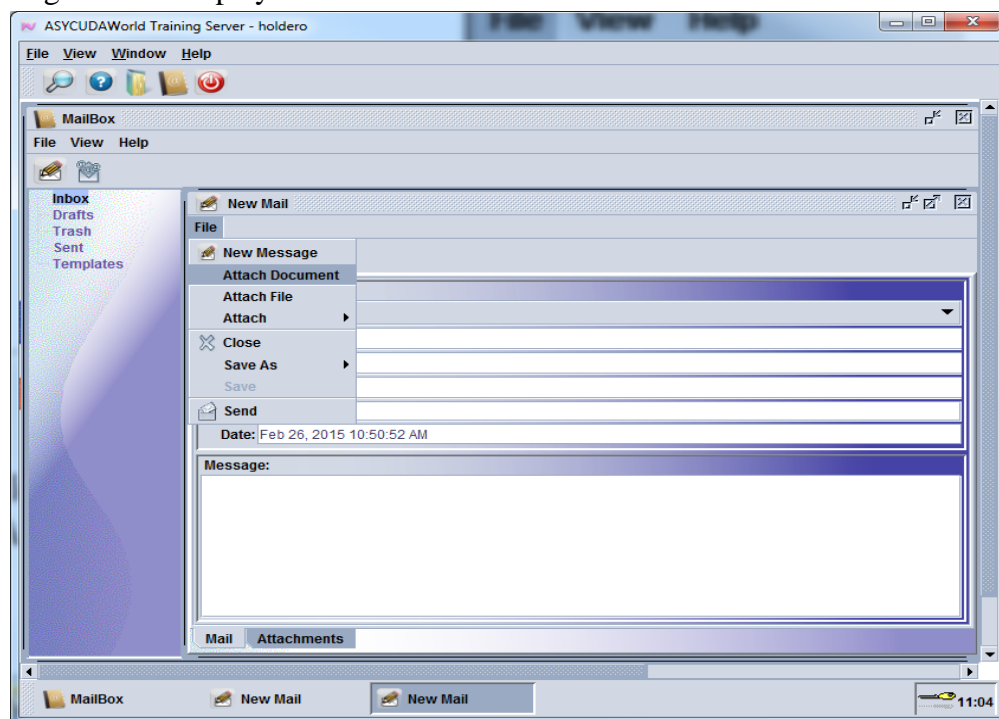

Figure 29 Attaching documents to mail

Click on "**file**" and select "**Attach Document**" as shown in Figure 29. The box as shown in Figure 30 is displayed. Select the document and click "**open**" and the document is attached to the mail.
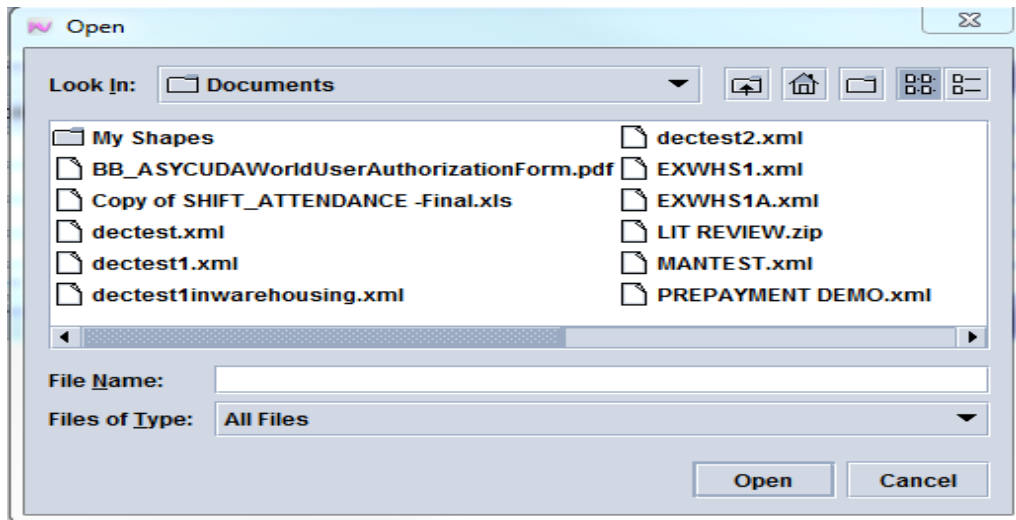

Figure 30 Select the file to be attached to the mail

Click on to send the mail.