



HM GOVERNMENT OF GIBRALTAR

MINISTRY OF FINANCE

HM CUSTOMS

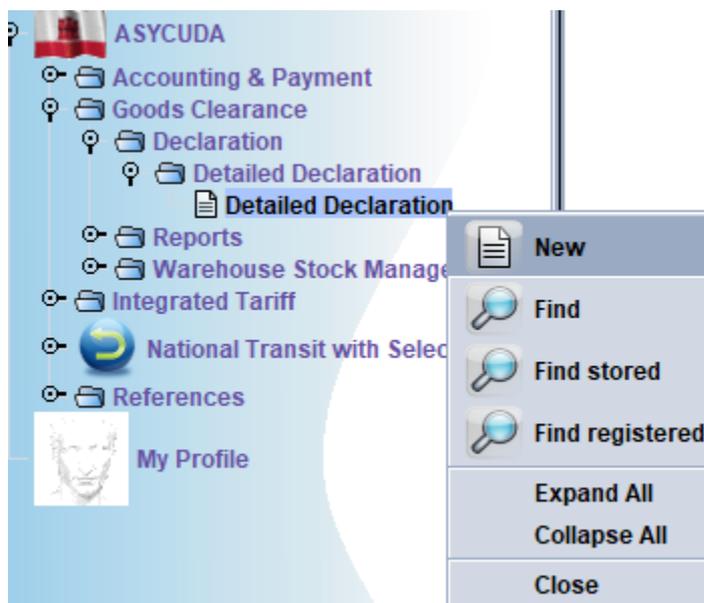
CUSTOM HOUSE



SAD user guide

To open a new declaration:

1. Double click on the 
2. Double click on Goods clearance
3. Double click on Declaration
4. Double click on Detailed Declaration
5. Click the right hand mouse button on  and click 



Maximize declaration by clicking 

Start on box 1 of the declaration and select IM 4

Click on the  to bring up all the necessary details that need to be filled out which will appear on the declaration underlined in red.

Before filling in the rest of the declaration it is advised to **MAKE SURE** to give your declaration a reference number. This is not mandatory but will make things easier for searching your specific declaration or for example even marrying an invoice to a particular entry. If you don't give it one, the system will provide one when you lodge the declaration automatically which you will need to remember to specifically find your declaration.

Use the Tab button on your keyboard or your mouse to toggle from one box to the next.

Fill in box 8

Fill in box 20 (which is a dropdown list) followed by place which is Gibraltar eg 

20 Delivery terms

CIF | Gibraltar

22 Currency & total amount invoiced  
Fill in box 22 eg EUR 10,000.00

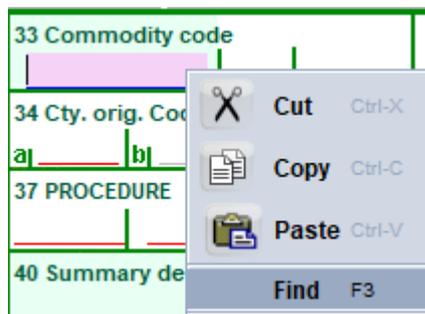
31 Packages and description of goods

Marks and numbers - Number and kind	
Marks & no of packages	1
Nbr & Kind	1 BX
	BOX

Kind of packages - code  
**STOP** Error: Kind of packages -

Fill in box 31 eg

In box 33 click the right hand mouse button and click find



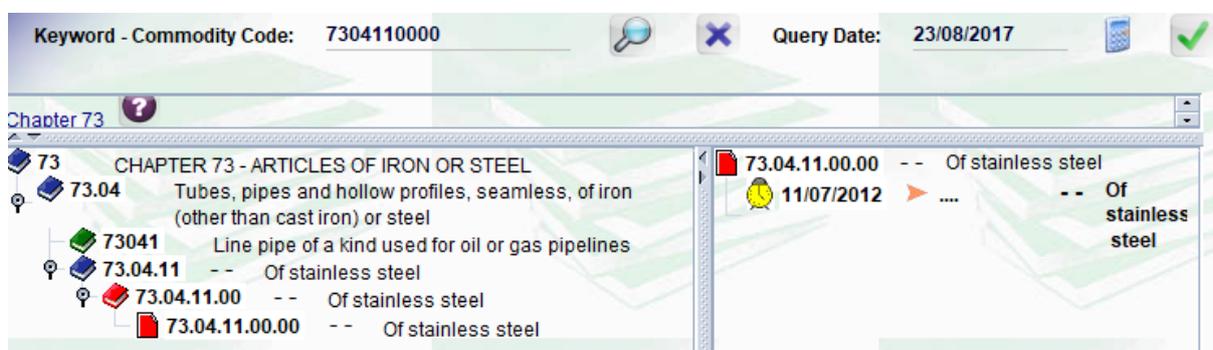
Maximize finder by clicking 

Search your commodity by code or name, steel being the example below.



Proceed to select the chapter followed by heading, subheading and finally the national sub division which has the 10 digit code. Only then will it allow you to export the Commodity Code into the declaration by

clicking on .



Click on the blue tick on the box which appears as seen below



Fill in box 34 and 35 eg

34 Cty. orig. Code	35 Gross mass (kg)
a  ES   b	1,000.00

Fill in box 37 and 38 eg

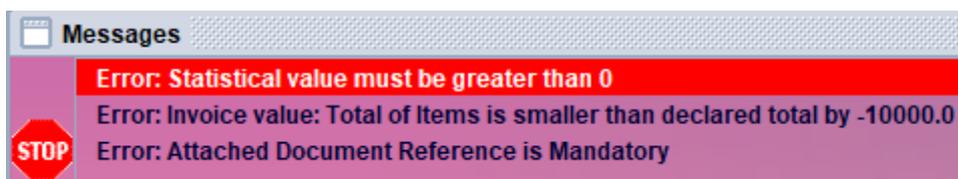
37 PROCEDURE	38 Net mass (kg)
4000   000	1,000.00

Fill in box 43 with 1

43 V.M.
1   code
1 Transaction value of the imported goods
Transaction value of identical goods

Click on the 

This error box will appear



Click on the highlighted error (Statistical value)

This will open the valuation note segment

SAD - Valuation Note - General segment		
Working mode <u>Apportionment per value</u>		
	Amount	
Invoice value .....	<u>1,000.00</u>	in
External Freight .....(import).....	0.00	in
Internal Freight .....	0.00	in
Insurance .....(import).....	0.00	in
Other costs .....(import).....	0.00	in
Deductions .....	0.00	in
Total gross mass _____		
Delivery terms	CIF	<u>gibraltar</u>

SAD - Valuation Note - Item		
Item number	<u>1</u>	Amount
Invoice value .....	<u>1,000</u>	in

Total amount of items should equal the invoiced total. In this example we only have 1 item and so the value is the same as the invoice total.

Click on the 

**Messages**

**Error: Attached Document Reference is Mandatory**

Error: BOX 48 MANDATORY

Click on the highlighted error (Attached Doc)

This will open the Attached document page.

Fill in your own reference and specific invoice date as shown below.

Item	Code	Description	Reference	Date
	1	380	Commercial invoice	STEEL  23/08/2017

Item	Code	Description	Reference	Date
1	380	Commercial invoice		

Click  to update attached document. The change of colour from red to purple will show it is attached

If you wish to add another attached document click on the  once details have been filled in as seen below.

Item	Code	Description	Reference	Date	
	2	270	Loading list (delivery note)	TEST2	23/08/2017

Click on scan doc **S.A.D.** **Val. Note** **Asmt. Notice** **Info. Page** **Att. Doc.** **Scan. Doc.**

Click on the  and select the file you wish to upload

File Name:   
 Files of Type:  and open

Highlight file name

Code	File name	Status
	20170814_105522.jpg	0 %

Click on the arrow icon to upload document    

You will know document is uploaded when status reads

Code	File name	Status
	20170814_105522.jpg	100 %

Enter the code from the drop down list.

Code	
380	
235	Container list
270	Loading list (delivery note)
271	Packing list
325	Proforma invoice
380	Commercial invoice

Code	File name	Status
380	20170814_105522.jpg	100 %

Please be aware that certain commodities may require other licenses or permits to be submitted as well as the commercial invoice.

Click on the  to be prompted with what should be your last error **Error: BOX 48 MANDATORY**.

This time click on the SAD tab **S.A.D.** **Val. Note** **Asmt. Notice** **Info. Page** **Att. Doc.** **Scan. Doc.**

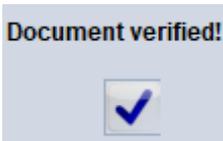
Fill in Box 48 which is only Mandatory when the commodity is duitable. This is your prepayment account number which is P followed by your company code.

**48 Deferred payment**  
**P321123**

to add another item  click 

This  will appear on the left of declaration. Allowing you to toggle between each item.

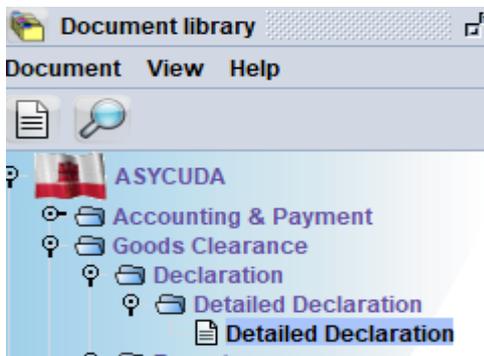
On the item added only the item details need to be filled out and not the whole general segment.

Click on the  to be prompted with  This means declaration is now ready to be stored.

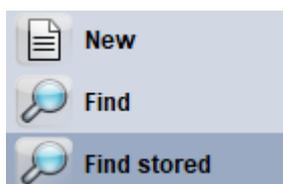
Click on the disk icon to store 

A box stating transaction completed will appear  Click 

As seen below you should now only have the document library open. (close any other windows that might be open)



Right click Detailed Declaration and click Find stored



The finder box will appear. This is used to search for your specific declaration. Under the drop down criteria box enter equals and under the value #1 box enter your declaration reference as seen in the box below.

Name	criteria	value #1
Clearance off.	all	
Declarant	all	
Dec. reference year	all	
Dec. reference	equals	GUIDE

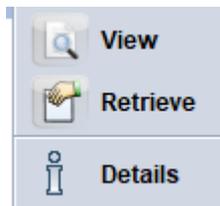


Then click the

Your specific searched declaration should appear.

Finder: stored declarations										
Year	Clearance ...	Declarant	Ref. Nber	Type	Gen. Proc.	Items	Exporter	Consignee	Auth	Total duties & taxes
2017	GIEPU	321123	GUIDE	IM	4	1		321123		108.1

Right mouse click on the highlighted declaration and retrieve



Your declaration has been retrieved. Here you will be able to amend or modify your declaration before validating (send the declaration to customs)



To validate the declaration click the blue tick

Then click the tick again in the **Do you really want to validate this declaration?** box

This will complete your transaction giving your declaration and Entry number. E81 as seen below  
Transaction completed

<p>Validate is done.</p> <p>Declarant ref.: 2017 321123 GUIDE</p> <p>Customs ref.: E 181 23/08/2017</p>
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Below are essential fields which are required to proceed when filling in a Tobacco declaration.

24 Nature of	
9	2 transac.
9	1 Other
9	2 Tobacco Direct Imports

To select the product you will be importing

33 Commodity code		
24022000	00	
34 Cty. orig. Code	35 Gross mass (kg)	36 Prefer.
a) ES b)	1,000.00	
37 PROCEDURE	38 Net mass (kg)	39 Quota
7100 000	1,000.00	
40 Summary declaration / Previous document S/L		
41 Supplementary units	42 Item Price	43 V.M.
MIL 625.00	10,000.00	1

 **Cut** Ctrl-X

 **Copy** Ctrl-C

 **Paste** Ctrl-V

**Undo**

**Find** F3

**Help**

Right click find as above will open the product finder

Comm. code	Prec. #2	T.S.C.	Origin	Export	Brand	Commercial description
24022000	00	1119	ES		BELGA BELGA RED	BELGA BELGA RED
24022000	00	1219	ES		BELMONT BELMONT RED	BELMONT BELMONT RED
24022000	00	1319	ES		BENSON AND HEDGES BENS...	BENSON AND HEDGES BENSON AN...
24022000	00	1329	ES		BENSON AND HEDGES SILVER	BENSON AND HEDGES SILVER
24022000	00	1339	ES		BENSON AND HEDGES SPECI...	BENSON AND HEDGES SPECIAL FIL...
24022000	00	1349	ES		BENSON AND HEDGES SPECI...	BENSON AND HEDGES SPECIAL FIL...
24022000	00	1359	ES		BENSON AND HEDGES SPECI...	BENSON AND HEDGES SPECIAL FIL...

Select product and click  to export onto declaration.

48 Deferred payment  
P321123

49 Identification of warehouse  
321123 999

Box 49 has to be filled in with the necessary business code of the warehouse, with the box beside being the time limit goods are allowed to be in the warehouse.

#### Asycuda Key



Verify the document (Will assist you in completing a validated declaration)



Once your declaration is verified, this icon will store your declaration



Import from Asycuda XML file (template)



Export to Asycuda XML file (template)



print a hard copy of delcaration



Add item to declaration



Delete item from delcaration

Make sure your toolbar and Error Window are ticked as below

