

HM Customs Gibraltar

# ASYCUDA Detailed User Guide



ASYCUDA  
29/11/2024

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## Introduction

The [UNCTAD Automated System for Customs Data \(ASYCUDA\)](#) is an integrated customs management system for international trade and transport operations in a modern automated environment.

Advanced software applications are designed and developed for customs administrations and the trade community to comply with international standards when fulfilling import, export and transit related procedures.

Through its ASYCUDA programme, UNCTAD aims at:

- Modernizing customs operations and helping to improve revenue collection.
- Facilitating trade efficiency and competitiveness by substantially reducing transaction time and costs.
- Improving security by streamlining procedures of cargo control, transit of goods and clearance of goods.
- Helping fight corruption by enhancing the transparency of transactions.
- Promoting sustainable development by cutting down on the use of paper, using electronic transactions and documents.

## Glossary

**Airway Bill (AWB) or Air Consignment Note (CAN)** is a receipt issued by an international airline for goods and is used as evidence of the contract of carriage.

**Apportionment** is the act of distributing the value or weight on the SAD Valuation Note.

**Assessment Notice** is an important document generated by the Customs computerised system, advising an importer of the amount of duties and taxes determined as payable on a particular entry.

**Attached Documents** are the supplementary documents that must be produced to Customs in order to process a SAD.

**Bill of Lading** sometimes abbreviated as B/L or BoL is a document issued by a carrier which details a shipment of merchandise and gives title of that shipment to a specified party.

**Bonded Warehouse** is a building or other secured area approved by the Collector of Customs in which dutiable goods may be stored without payment of duty for a stipulated period of time.

**Business** includes any of the following— a profession, calling, occupation, trade or undertaking; anything done by a person or body in the performance of the duties of an office.

**Customs** means His Majesties Customs Gibraltar under the Ministry of Finance, Government of Gibraltar.

**Commodity Code** commonly known as the HS Commodity Code. It comprises more than 5,000 commodity groups; each identified by a six digit code, arranged in a legal and logical structure and is supported by well-defined rules to achieve uniform classification published under the Integrated Tariff Regulations 2017.

**Container** is a standardized resealable transportation box for the carriage of freight.

**Cargo Manifest** includes any document, being a commercial document that lists all cargo to be discharged at an entry point in Gibraltar containing a fixed set of data/information.

**Carrier** is a company that transports goods and/or people by air, land, or sea, in its own or chartered vessels or equipment and is named as the carrier in the contract of carriage.

**Customs Procedure Codes** These identify the customs and/or excise regimes to which goods are being entered by way of abbreviation (I.e. IM4, EX3 etc).

**Consolidator** is a company or individual which groups together orders from different companies into a single shipment.

**Consignee** is a party (usually a buyer) named by the consignor (usually a seller) in transportation documents as the party to whose order a consignment will be delivered at the port of destination.

The consignee is the owner of the consignment for the purpose of completing the customs declaration, and for paying import duties. Formal ownership of the consignment, however, transfers to the consignee only upon payment of the seller's invoice in full.

**Consignor** is an individual or company (usually the seller) who delivers a consignment to a carrier for transporting it to a consignee (usually the buyer) named in the transportation documents.

Ownership (title) of the goods remains with the consignor until the consignee pays for them in full.

**Country of Origin** is the country where goods were produced or in a case where multiple countries are involved in production, the country where the product underwent its last substantial transformation.

**Cargo** means goods carried for reward by a carrier under an arrangement between the carrier and the owner or consignor of the goods.

**Clearing Clearance Agents Licence** means a licence issued by the Collector of Customs authorising the holder to provide customs clearing services.

**Commercial Document** is a document that— is or forms part of, or at any time was or formed part of, the documents belonging to or kept by a business (including a business that has ceased); and was made or recorded in the course of, or for the purposes of, the business;

**Company** Is a body corporate registered or reregistered as a company under the Companies Act 2014; or a body corporate incorporated in a foreign country (whether or not so registered).

**Customs Duty** means import duty.

**Customs Tariff** means the Integrated Tariff Regulations 2017.

**Declaration** means the provision of any information (via an SAD) whether verbally or written in a document or in electronic form by a person or their agent relating to importations, exportations or goods in transit.

**De-groupage or Deconsolidation** is the act of separating a 'consolidated' (usually containerized) shipment into its original constituent shipments, for delivery to their respective consignees.

**Drop-Down Menu** is a 'menu' that appears on a computer screen when its title is selected and remains on display until dismissed

**Directory** - also called a 'folder' is an organizing unit within a computer's file system for storing and locating files in a hierarchical file system and includes subdirectories and files.

**Deferred Payment** is the temporary postponement of the payment of an outstanding customs bill or debt.

**Direct Permanent Export** is the permanent export of goods from Gibraltar.

**Document** includes any of the following; any information in writing relating directly or indirectly to goods which are imported, exported or in transit, any declaration in writing required by Customs; any electronic document and any material derived therefrom, a copy or duplicate of a document or any part thereof.

**Electronic Document** means a document processed and maintained by electronic means.

**Electronic Signature** means a signature in electronic form, attached to or logically associated with, information which is used by a signatory to indicate his/her adoption of the content to that information and is – linked solely to the signatory, capable of identifying the signatory, created using means which the signatory can control, linked to the information to which it relates in such a manner that any subsequent alteration of the information is revealed.

**Extended Procedure Code** is the Customs Procedural Code which must be entered on the SAD to determine the procedure associated with a particular Customs regime.

**Exchange Rate** is the rate used to convert an amount from a currency in Gibraltar currency, based on the conversion rate published by HMC.

**Export Duty** means a duty imposed on exported goods.

**Exporter** in relation to goods, means an individual or company by or for whom the goods are exported.

**Finder Facility** is a facility available in the ASYCUDA system to find specific information relating to a SAD, Manifest, Receipt, etc.

**General Segment** is the segment on the Manifest which: identifies the Manifest, summarises the quantities included in the manifest, provides details of the mode of transport and details the information about the place of arrival/departure.

**Goods Clearance** is the authority granted by customs in relation to the movement of goods

**Gross Mass** sometimes referred to as Gross Weight is defined as the total weight, including packaging, etc.

**Home Consumption** is the customs regime associated with imported goods entering the domestic market (Gibraltar) after all statutory obligations, including the payment of duties, have been complied with.

**Icon** also known as a computer icon is a pictogram displayed on a computer screen to help the user navigate the computer system or mobile device.

**Importation** is the act of bringing goods into Gibraltar

**Import Duty** is a duty imposed by Customs on goods imported into Gibraltar.

**Import Tariff** means the tariff as described in the Integrated Tariff Regulations 2017 relating to import duty.

**Importer** in relation to goods is a person by or for whom the goods are imported or a person who is or becomes—the owner of; or is entitled to possession of, or beneficially interested in the goods at the time when the goods are imported into Gibraltar.

**Log in** means to access the ASYCUDA World using a unique user name and password.

**Log out** means to exit the ASYCUDA World.

**Laden** means loaded.

**Master Bill** is a Bill of Lading issued by the main carrier of the goods on receipt of the goods from a freight forwarder for delivery to a destination as per agreed terms.

**Mailbox** is the facility within the ASYCUDA system for receiving and sending messages.

**Mandatory** in relation to the completion of the Manifest or SAD in ASYCUDA means the data that must be input or is automatically generated by the system.

**Mode of Transport** is how a shipment is moved from point 'A' to point 'B' such as by air, road, rail, etc.

**Net Mass or net weight** refers to the weight of the product alone, discounting the weight of its container or packaging.



**Office Code** is the unique code used in the ASYCUDA system to demarcate each Customs office in Gibraltar.

**Office of Entry** is the office where goods arrive in Gibraltar.

**Office of Exit** is the office where goods leave the Gibraltar.

**Office of Lodgement** is the office where declarations are received and processed.

**Registered User** is an authorized entity approved by the Collector of Customs to access/use the ASYCUDA.

**Receipt** is the document issued by the ASYCUDA system acknowledging the receipt of a sum of money by way of revenue and/or fees collected by HM Customs Gibraltar on behalf of the Ministry of Finance.

**Release Order** is a certificate of import or export generated by the ASYCUDA system which confirms that duties and taxes have been paid on a declaration.

**Re-importation** is the act of importing goods back into the country of exportation.

**Re-exportation** is the act of exporting goods back to the country from where they were imported.

**Statistical Value** for exports means the value of goods at the time when and place where they leave Gibraltar. It is based on the value of the goods, i.e.: - in the case of sale or purchase, the statistical value is based on the invoiced amount for the goods; - in other cases, the statistical value is based on the amount which would have been invoiced in the event of sale or purchase.

The statistical value for imports means the value of goods at the time when and place where they enter Gibraltar.

**Short Landed/Short Shipped** refers to manifested goods, which have arrived but were not listed on the manifest

**Shipping/Airline Agents** are agents who act on behalf of a carrier.

**Statutory Exemption** is an exemption of Customs Duty granted by the appropriate legislation.

**Supplementary Units** is a quantitative unit other than net mass, which is required under a particular commodity in the Customs Tariff e.g. NAR (Number of Articles).

**Splitting** is the process of splitting a 'single' Bill containing two different products packed into a single crate to identify the two different products with their own weight, type of package, etc.

**Shipping Agent** for a ship, means a person or company appointed by the captain or operator of a ship to be the ship's agent, whose appointment has been notified to Customs.

**Statutory Authority** includes a body corporate established for a public purpose by a written law of Gibraltar.

**Temporary Importation** is a customs procedure under which certain goods can be brought into Gibraltar temporarily and conditionally relieved for a designated time period from the payment of import duties. The goods must be imported for a specific purpose and intended for exportation within a permitted period.

**Temporary Exportation** relates to goods that are temporarily removed from and subsequently re-enter Gibraltar to be assigned a new customs-approved treatment.

**Transaction Value** is defined as the price actually paid or payable by the seller, for goods being imported, into Gibraltar.

**Transit or Customs transit** is defined as a Customs procedure under which goods are transported under Customs control from one Customs office to another. The definition includes national transit (i.e. transport between departure and destination offices within the same country) or international customs which is defined as the transport of goods across one or more countries under a bi-lateral or multi-lateral agreement.

**Transshipment** is the transfer of a shipment of goods from one carrier, or more commonly, from one vessel or aircraft to another.

**Tariff Classification** mean; for imported goods—the classification of the goods according to the import tariff; and for goods for export—the classification of the goods according to the export tariff.

**Unique User Reference Number** is an identifying number issued by the Collector of Customs to a registered user of the ASYCUDA system.

**Unpaid Declaration** is a declaration that has been assessed in the ASYCUDA system, but which remains unpaid.

**User Profile** is a facility available to users of the ASYCUDA system to 'customize' their preferred profile, including password, language, appearance, etc.

**Valuation Note** is the mechanism in the ASYCUDA system for inputting the invoice value of the goods declared, together with other information including the total freight, insurance and other

charges associated with the consignment. The system will automatically apportion these costs when two or more items are declared.

**Voyage Number** is a unique number assigned by the principal carrier or agent, to a ship, which intends to transport goods along an existing trade route.

**Warehouse Licence** is a licence issued by the Collector of Customs to operate a bonded warehouse facility or Duty Free Shop.

**Waybill** is a Bill of Lading (BOL) or Airway Bill (AWB).

## Acronyms

In alphabetical order: -

ASYCUDA – Automated System for Customs Data

AW - ASYCUDA World

AWB – Air Waybill

BOL – Bill of Lading

CD – Customs Duty

CFR – Cost & Freight

CIF - Cost, Insurance, Freight

CIP – Carrier & Insurance Paid To

COO – Country of Origin

CPC – Customs Procedure Code

CPT – Cost Paid To

DAP – Delivered at Place

DDP – Delivered Duty Paid

DFS – Duty Free Shop

DPU – Delivered at Place Unloaded

EXW – Ex Works

FAS – Free Alongside Ship

FCA – Free Carrier

FOB – Free on Board

HS – Harmonized System (Tariff)

SAD - Single Administrative Document

MS - Microsoft

XML – Extensible Mark-up Language

## System Requirements

Currently, HM Customs Gibraltar is using the ASYCUDA World version. To be able to access the ASYCUDA World, the direct traders (the agent or importer who is responsible for the input of the declarations in the Customs system) must guarantee the right environment to avoid technical problems.

### What are the System Requirements for ASYCUDA?

The ASYCUDA client runs on the most popular JAVA Enabled desktops such as Windows. To connect to ASYCUDA the minimum requirements are:

#### 1. Hardware

- Processor with a clock frequency greater than 2 GHz
- Standard Memory (RAM): 8 GB or more (recommended 16 GB)
- Hard Disk Size: 250 GB

#### 2. Software

- Run Operating System: any operating system (Microsoft Windows, Apple macOS, Linux) certified for Oracle Java Runtime Environment (JRE) 8 (for the latest supported system configurations, including operating system version, hardware platforms, desktop managers, and browsers, see <https://www.oracle.com/java/technologies/javase/jdk-jre-8-cs-config.html>)
- Oracle Java Runtime Environment (JRE) recommended version 1.8 update 391 or higher
- Adobe Acrobat Reader or any similar software which can open and view PDF documents

#### 3. Internet

- Users will need to have access to the internet in order to run the platform.

**Note:** The platform only works within Internet Service Providers (ISP) which are based in Gibraltar.

## Accessing ASYCUDA

Navigate to the HM Customs Gibraltar [website](#) and click on the ASYCUDA World ICIS Environment. A file will be saved to your computer. After the download is complete, simply double-click the file to launch ASYCUDA. Please ensure that you have Java installed on your local computer for the program to function correctly. You can find additional instructions on our website on how to install and configure Java on a Windows machine.

The screenshot displays the HM Customs Gibraltar website. At the top left is the HM Customs Gibraltar logo. The main header features a navigation menu with items: Home, Single Window, Integrated Tariff, Info Travellers, eLearning, Contact us, About us, and Navigate. Below the navigation is a large banner image showing a customs checkpoint with a sign that reads "Interface for Traders (Single Electronic Access Point)". Below the banner, there is a text box explaining the ICIS system. To the right of the banner is a sidebar with several sections: "Electronic Pre-Declarations" (containing a ship icon and links for Vessel Pre-arrival Notifications, Log In, and Log in to Payment Gateway), "ASYCUDA World" (containing a map icon and a link to the ICIS Environment), "ASYCUDA World TESTING & TRAINING Environment" (containing a computer icon and a link to the Testing & Training Environment), and "Online Tariff" (containing a search box for the current Harmonized Tariff).

**HM CUSTOMS Gibraltar**

Welcome to the ASYCUDAWorld Portal of HM Customs Gibraltar

Home Single Window Integrated Tariff Info Travellers eLearning Contact us About us Navigate

**Interface for Traders (Single Electronic Access Point)**  
The Integrated Customs Information System (ICIS) of HM Customs Gibraltar, based on the ASYCUDA system developed by UNCTAD, allows the traders to lodge electronically all their declarations to Customs via one single interface. Data are automatically made available to any customs office and/or control agency, as required.

**Electronic Pre-Declarations**

- Vessel Pre-arrival Notifications
- Log In (for Vessel Pre-arrival Notification)
- Log in to Payment Gateway

**ASYCUDA World**

**ICIS Environment**

**ASYCUDA World TESTING & TRAINING Environment**

**Online Tariff**

Search the current Harmonized Tariff:  
Insert criteria having at least

**Latest News**

- PROJECT SERVATOR**  
[Click here for details](#)
- ASYCUDAWORLD PORTAL**

**PROJECT SERVATOR**  
TOGETHER, WE'VE GOT IT COVERED

## Login to ASYCUDA

Start by logging into the ASYCUDA platform using your current username and password which has been created in the registration process.

- a. Insert your Login Name
- b. Insert your Password
- c. Click on the “Tick” symbol

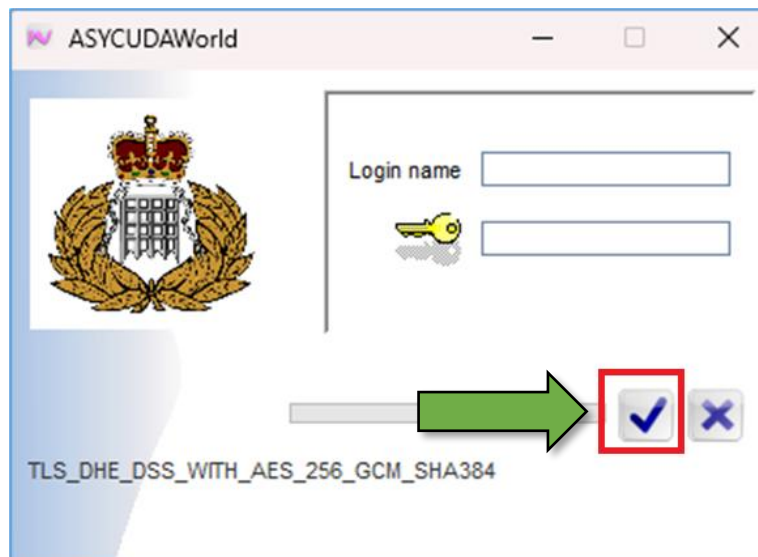


Figure 1 - Login popup

If login name and password are both correct, the following screen is displayed:



Figure 2 - ASYCUDA screen

## Logout from ASYCUDA

Before logging out from ASYCUDA platform **it is essential to ensure that there is no SAD or any other e-document minimized in your library** – see figure 3 below.

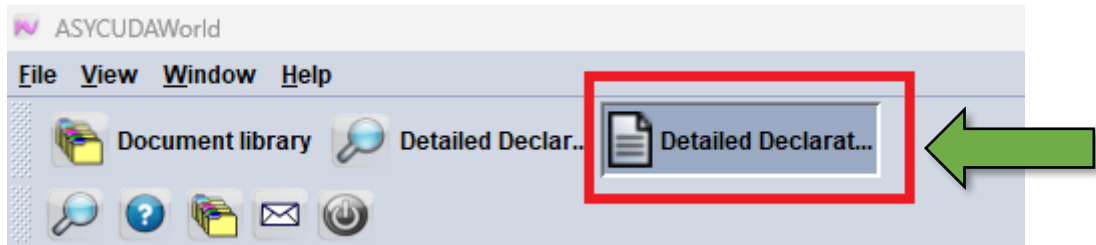


Figure 3 - Open declarations

To logout, simply click on the exit button – see figure 4 below.

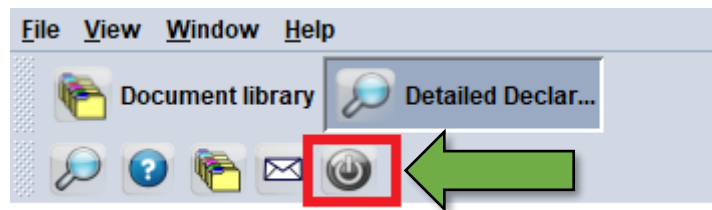


Figure 4 - Logout Button

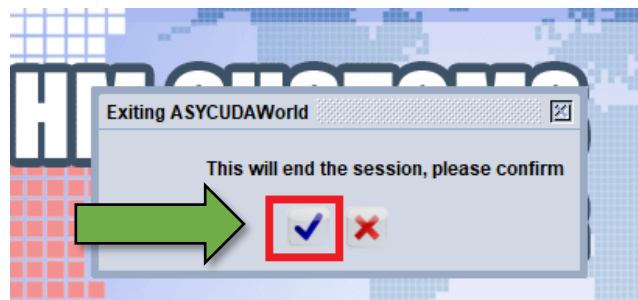


Figure 4.1 - Exiting ASYCUDAWorld



## Changing your ASYCUDA Password

Start by logging into the ASYCUDA platform using your current username and password which has been created in the registration process.

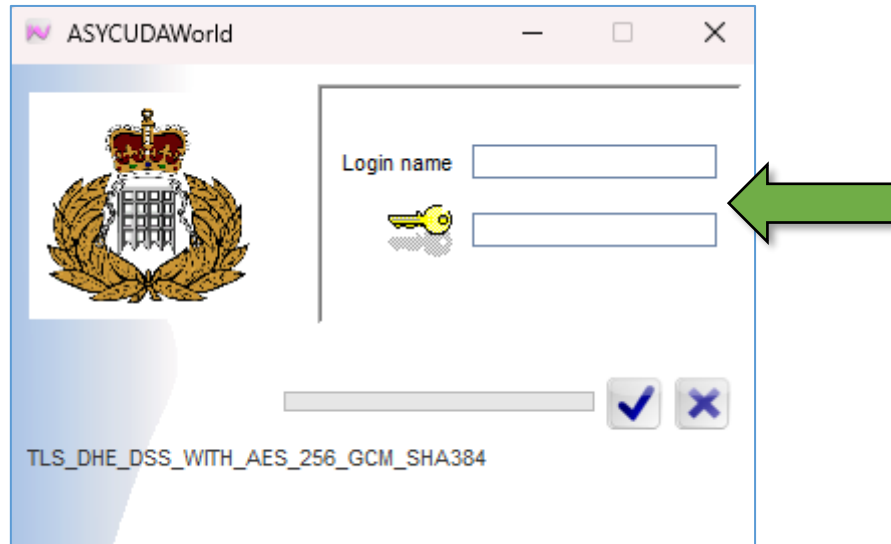


Figure 5 - Login popup

Once you are logged in, look for an option or menu item that allows you to access your account settings or profile. This is labelled as "My Profile,". Right click on My Profile and click on Update.

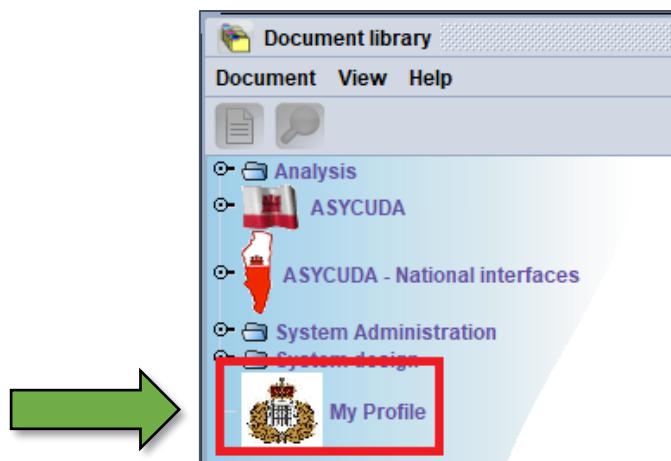


Figure 6 - My Profile

A new window will pop up. Click on the Authentication tab which is located at the bottom of the window.

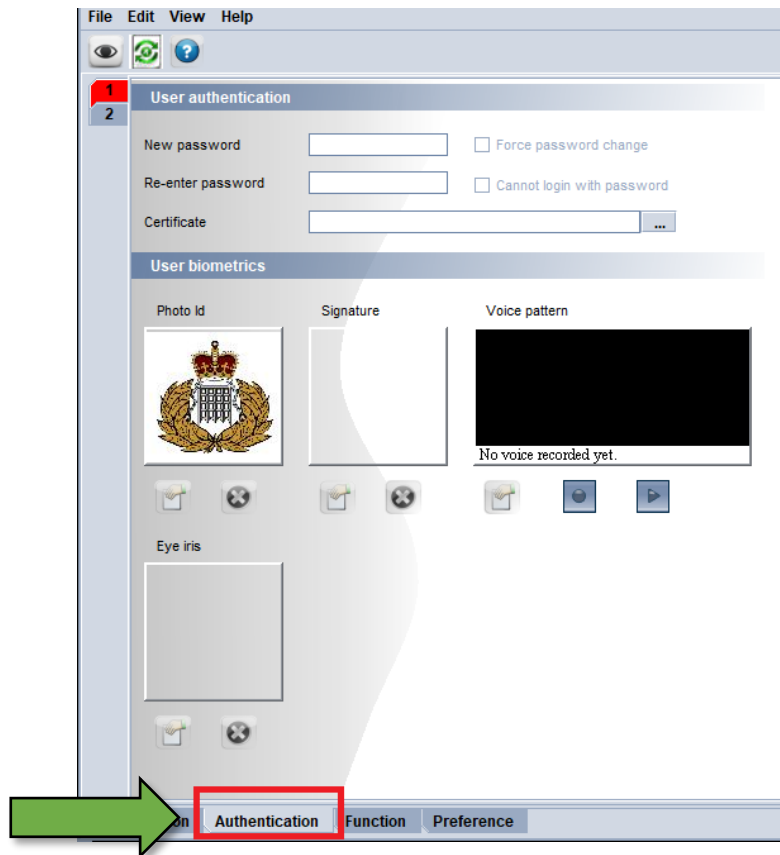


Figure 7 - Authentication tab

Once you have entered the new password and confirmed it you will be asked to re-enter the old password. Follow the platform's password requirements, which often include a combination of uppercase and lowercase letters, numbers, and special characters. Make sure your new password is strong and unique.

**Note: Keep your password safe and do not share with any other user.**



Figure 8 - Password prompt

- Once you've created and confirmed your new password, save the changes by clicking on the tick. Your password is now updated.
- Log Out and Log Back In: It's a good practice to log out of your account and then log back in using your new password to ensure that it works.

Keep in mind that the specific steps and the location of password change options may vary on the ASYCUDA platform, depending on the version and customization used by your customs authority. If you're unsure about the process, we recommend reaching out to your organization's IT support or the ASYCUDA platform administrator ([asycuda@gibraltar.gov.gi](mailto:asycuda@gibraltar.gov.gi)) for guidance on changing your password. Additionally, be sure to follow any password policies or security guidelines provided by your organization to ensure the security of your account.

## How to access your Prepayment Account

Navigate to the Account & Payment -> Accounts & Management -> Payment then Right Click on Prepayment Accounts

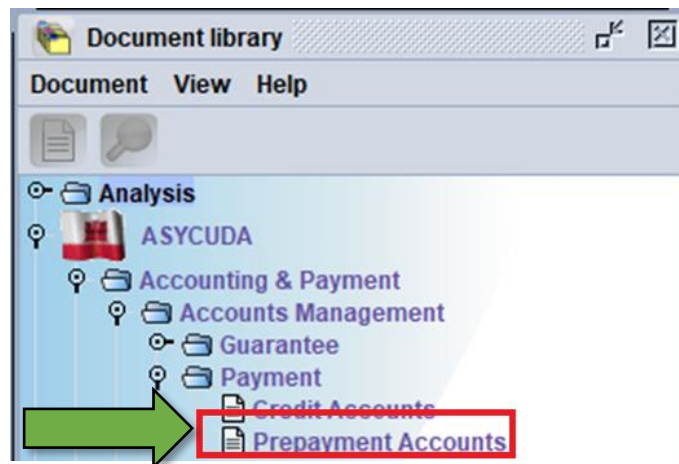


Figure 9 - Prepayment Accounts

Chosen the relevant option: -



Figure 10 - Choose either consignee or declarant owned.

A new popup window will populate as the screenshot below – figure 4. Enter your company code on value#1 and click on the search button.

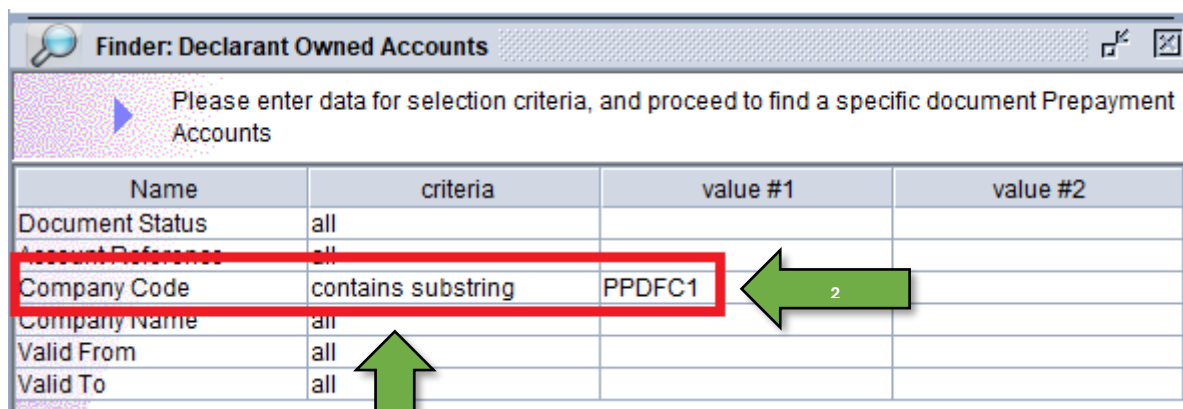


Figure 11 - Filter

## Account Summary

Right click on the on the declarant owner accounts which appear on finder. Then navigate to the “Account Summary”.

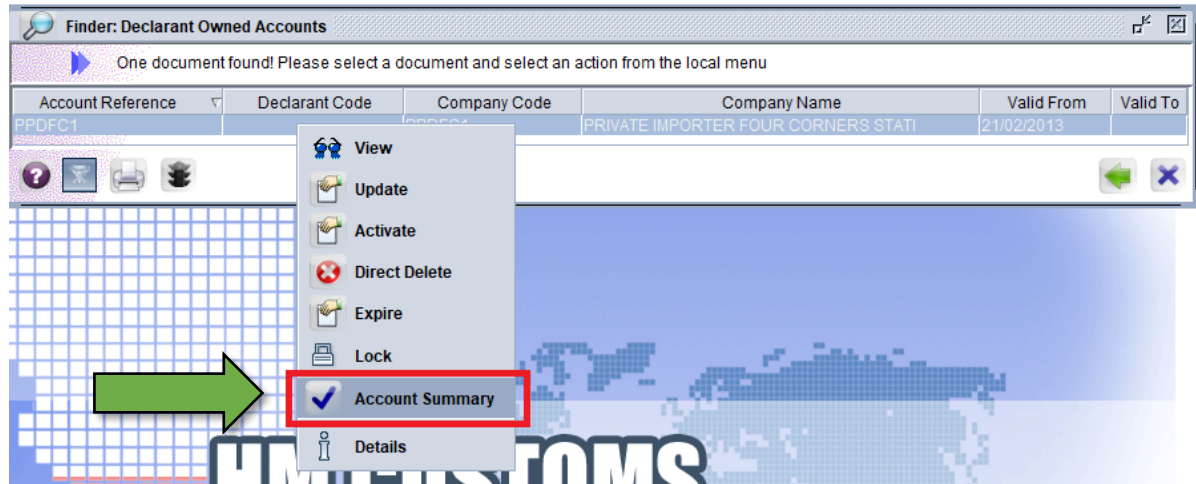


Figure 12 - Account Summary

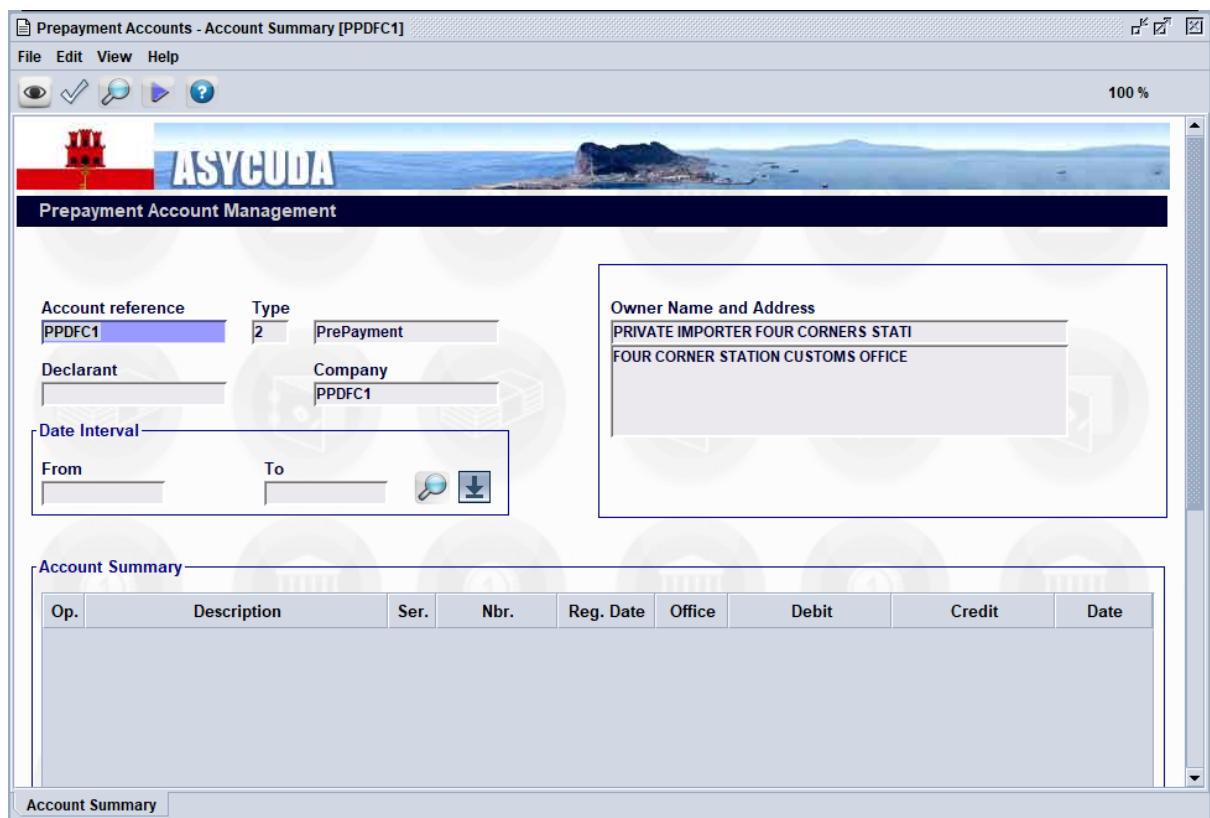


Figure 13 - Account Summary Details


Within the Account Summary popup window, you will be able search transactions of your liking. Users will also be able to download the file as an MS Excel format.

## Exporting Account Summary

You can select a desired date range by date interval. Click on the Search button to display your transactions as on the screenshot below.

Op.	Description	Ser.	Nbr.	Ass. Date	Office	Debit	Credit	Date
Report on : 08/08/2017								
1	Cash Deposit				GIEPU		10000.00	08/08/2017
2	Declaration Assessment	L	97	08/08/2017	GIEPU	1081.08		08/08/2017
3	Cash Deposit				GFC1		1000.00	08/08/2017
4	Declaration Assessment	L	98	08/08/2017	GIEPU	540.54		08/08/2017
5	Declaration Assessment	L	99	08/08/2017	GIEPU	1081.08		08/08/2017

Figure 14 - Account Summary

If you wish to export your Account Summary to an Excel file, click on the  icon.

**Date Interval**

From  To    

Figure 15 - Date Internal Search

Enter a specific file name e.g. account summary training and click open.

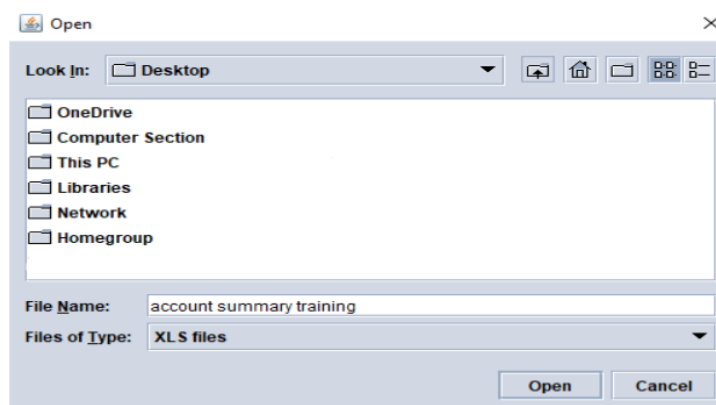


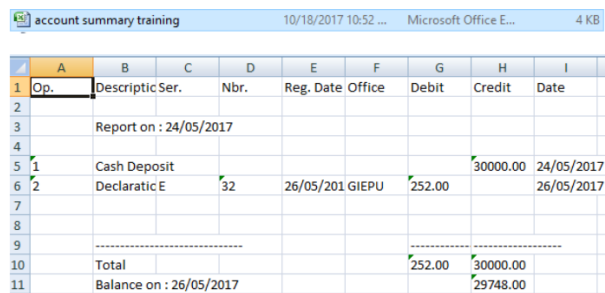
Figure 16 - Location to Save Excel File

This will be saved to the folder selected. E.g. Desktop



Figure 17 - Saved Location

To open your account summary excel, go to your selected folder e.g. desktop and open file.



	A	B	C	D	E	F	G	H	I	
1	Op.	Descriptic Ser.	Nbr.	Reg. Date	Office	Debit	Credit	Date		
2										
3		Report on : 24/05/2017								
4										
5	1	Cash Deposit					30000.00	24/05/2017		
6	2	Declaratic E	32	26/05/201	GIEPU	252.00		26/05/2017		
7										
8										
9										
10		Total				252.00	30000.00			
11		Balance on : 26/05/2017						29748.00		

Figure 18 - Account Summary in Excel

## How to Submit a Declaration on ASYCUDA

### Declaration Fields

The table below will show all the data fields which are showed in a declaration accompanied by its description.

Number	Data Field	Description
A	Customs clearance office	A customs office at which a declaration is lodged.
	Registration number	It is assigned automatically by the system when a declaration is validated. It is made up of a serial letter and sequence number.
	Registration date	Represents the date the declaration is registered in the system.
	Manifest	It represents the reference number of the cargo manifest, which contains the goods being declared.
1	Declaration	Type of declaration code according to the standard (EX1, EX2, IM4, IM7 etc.).
2	Exporter Code	The business code of the entity that last held ownership of the goods prior to the importation or exportation.
	Exporter Name and Address	The name of the entity that last held ownership of the goods prior to the importation or exportation.
3	Number of the forms	This is automatic information. It is the sequential number of the current form.
	Total number of forms	This is automatic information. It is the total number of fields.
4	Load List	The number of loading lists, manifests, or similar documents.
5	Items	The total number of the declared items.
6	No. packages	Total number of packages for the whole declaration.
7	Reference number	Unique reference number of a declaration provided by the trader.
8	Consignee - code	The person who has possession of the goods or to whom the goods are consigned. Here we provide the consignee code.
	Consignee - name	The name or description of the person or business who has possession of the goods or to whom the goods are consigned. Here, we provide the system will automatically fill the name and address.



9	Financial	Name and address of the party responsible for the payment of the duties paid on the declaration. This field will be used when that person / business is different from the consignee.
10	Country last con	Country from which goods have been or will be consigned prior to final importation.
11	Trading cty	Country in which the financial transaction / purchase was finalized.
12	Value details	Additional cost items as provided on the valuation note.
13	C.A.P	Common Agricultural Policy. Not used.
14	Declarant Code	Business code of the entity in charge of the clearance. This can be the Customs clearing agent (broker) code or the trader business ID.
	Declarant - Name	Name / description of the entity responsible for the clearance.
15	Country of export	Country from which goods are despatched for the purpose of export.
16	Country of origin	Country in which the goods have been produced or manufactured. It is the country of origin of the goods and reflects the code entered at the item level in Box 34. When more than one country of origin is declared, the word "Many" will be displayed in the field.
17	C.D. Country of destination	The country to which a consignment is to be delivered to the final consignee.
18	Identity and nationality of active means of transport at departure	Means of transport used from the border office to the destination. (Departure for export, arrival for import)
19	Ctr (Container)	An indication whether goods are transported in a container or not. Ticking this box will cause a container list to be opened.
20	Delivery terms – Code <sup>1</sup>	The field describes the particulars of the terms of the commercial contract (terms of delivery) between the buyer and seller of the goods consigned. The code is the international standard INCOTERMS code.
	Delivery terms - Place	It is the place to where the incoterms are relevant.
21	Identity and Nationality of active means of transport Crossing the border	Free form description of a type of means of transport arriving at and crossing the border.
22	Currency - code	The code for the currency in which the commercial invoice is presented.

	Total amount invoiced	Describes the invoiced price for all goods declared. The Amount represents the sum of the all item prices declared in the currency invoiced
23	Exchange Rate	The exchange rate in force between the invoiced currency and GBP. The appropriate exchange rate is automatically inserted by the system after selecting the currency code.
24	Nature of transact	Specifying a type of contract under which the goods are supplied.
24	Nature of transact	Specifying a type of contract. /. Sub category Code-1 and Code-2 should read together In order to give a comprehensive description of nature of transaction.
25	Mode transport at the border	Code specifying a type of means of transport at border.
26	Inland mode transport	Code specifying a type of means of transport for in-country transportation.
27	Place of discharge	Name of a seaport, airport, freight terminal, rail station or other place at which goods are loaded onto the means of transport being used for their carriage.
28	Financial and banking data	Bank Code.
29	Office of entry	Customs office at which the goods enter the customs territory of destination.
31	Location of goods	Name of the place where a specific goods item is located and eventual location in which physical inspection might take place.
	Marks and Numbers of package1	Marks provided by the supplier on the package 1st part.
	Marks and Numbers of package2	Marks provided by the supplier on the package 2nd part.
	Number of packages	It is the number of packages for the item being declared.
	Kind of packages - code	The code used to describe the shape or configuration of a package.
	Kind of packages - name	Description of the package code.
	Container number	Reference of the container if the goods are in a container.

	Description of goods	The commercial description of the goods.
32	Item No.	This box is automatically completed by the computer system; it identifies the item number currently being completed
33	Commodity code	Code (Harmonized system) specifying a type of goods for Customs, transport, or statistical purposes (generic term).
34	Cty. Orig. Code	A code to identify the country in which the goods have been produced or manufactured, according to criteria laid down for the application of the Customs tariff or quantitative restrictions, or any measure related to trade.
35	Gross mass	Weight (mass) of goods including packaging but excluding the carrier's equipment.
36	Prefer. Code	Code specifying a regime according to which tax is assessed such as preferential duty rate.
37	Procedure - Extended customs procedure code	This field comprises four-digits and identifies the Customs Procedure Code (CPC); whereby the first two-digits represent the procedure being requested, followed by a second two-digit representing the previous procedure (if any).
	Procedure - National customs procedure code	This field represents the Additional National Codes (ANC). It is a three-digit alpha numeric codes that identify if the goods subject to special duty/tax treatment.
38	Net mass	Weight (mass) of goods without any packaging.
39	Quota	Not used.
40	Summary	Identifies the bill of lading or airway bill number required to identify the consignment of goods.
41	Supplementary	Quantity of the goods in the unit as required by Customs for tariff, statistical or fiscal purposes.
42	Item price	Amount due for each chargeable item of goods or services before other costs are added (unless invoice is quoted CIF).
43	Valuation method code	Method used to evaluate the declared item.
44	Additional information	Identifier of a document providing additional information.
45	Adjustment	Monetary Amount Adjustment Indicator.
46	Calculation of taxes	The various duties / taxes / fees due on each item of the consignment are calculated through the tax rules of the system and the results are

displayed in this box. The taxation rules determine what is displayed in terms of tax type; tax base; tax rate, the tax amount that is calculated and the mode of payment. Eight taxes can be displayed on one declaration.

47	Deferred payment	This box is used for the account number if payment is made using a credit or pre-payment account.
48	Identification of warehouse	To identify a warehouse where a particular consignment has been stored.
49	Warehouse time delay	It is the duration in days of the period under which the goods will remain in any suspense regime. This field will be available for warehousing, temporary imports, temporary exports and any other suspense regime number when a declaration has been paid, as well as the processing dates.
50	Principal	Name and address of a party liable for goods moving under a customs authorization and, when applicable, a guarantee.
51	Intended office of transit	Name of the customs office which is responsible for transit formalities en route.
52	Guarantee not valid for	Customs office at which a security or guarantee for the movement of goods under a transit procedure is lodged.
53	Office of destination and country	Name of the customs office at which goods are released from a Customs transit regime.
54	Place and date	To be filled by the representative of the trader indicating the date of the declaration and the name of the representative.

Item (20) Delivery terms – Code<sup>1</sup> refers to incoterms. See below a table with their incoterms and responsibility.

### Incoterms Chart and Responsibility

INCOTERMS	ANY TRANSPORT MODE		SEA/INLAND WATERWAY TRANSPORT				ANY TRANSPORT MODE				
	EXW	FCA	FAS	FOB	CFR	CIF	CPT	CIP	DAT	DAP	DDP
Charges/fees	Ex-Works	Free Carrier	Free alongside Ship	Free on Board	Cost & Freight	Cost Insurance & Freight	Carriage Paid to	Carriage & Insurance Paid to	Delivered at Terminal	Delivered at Place	Delivered Duty Paid
Packaging	Buyer/Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Loading Charges	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Delivery to Port/Place	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Export Duty & Taxes	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Origin Terminal Charges	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Loading on Carriage	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Carriage/Freight Charges	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Insurance	N/A	N/A	N/A	N/A	N/A	Seller	N/A	Seller	N/A	N/A	N/A
Destination Terminal Charges	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller
Delivery to Destination	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Seller
Import Duty & Taxes	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller

**\*\*In Gibraltar, we charge duty on CIF value and it is imperative that the relevant fields on the valuation page are completed (See Figure 26).\*\***

## Declaration Processing

### 1. Access the goods clearance module

Access the Detailed declaration e-document by navigating the Document Library using the Path: ASYCUDA -> Goods clearance -> Declaration -> Detailed declaration -> Detailed declaration.

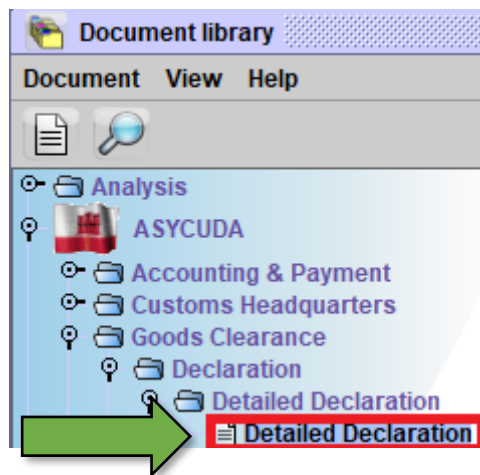


Figure 19 - Document Library

### 2. Open a new declaration

To create a new declaration, right click on "Detailed Declaration" menu and select "New" option.

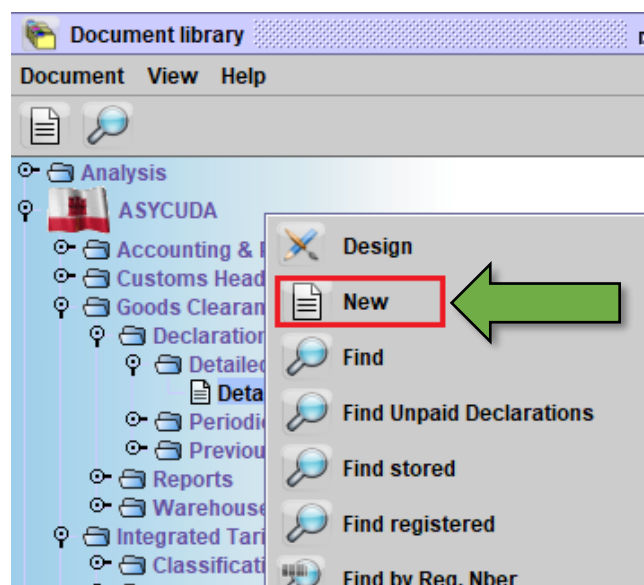


Figure 20 - Detailed Declaration

The Detailed Declaration e-document will open. It is composed of one main form (S.A.D) and other subsequent forms. Some forms will be available depending on the information captured on the main form. Otherwise, they will be hidden.

a. Completing the S.A.D form (Main form)

The SAD main form consists of two (2) segments: -

- the general segment
- and the item segment

The general segment covers the general information about the entire consignment, while the item segment contains all the necessary specific information required to clear the consignment. Once you click the “New” operation, the declaration form will appear:

1. The General information part

1 DECLARATION		v1	
2 Exporter No. _____		3 Forms 1   1	
8 Consignee No. _____		4 Load List Manifest	
14 Declarant No. _____		5 Items 1   6 Nbr packages 0   7 Reference number 2024	
18 Identity and nationality of active means of transport at departure		9 Financial No. _____	
21 Identity and nationality of active means of transport crossing the border		11 Trading ctly.   13 C.A.P.	
25 Mode transport at border   26 Inland mode Transport		15 Country of export   15 C.E. Code a   b   17 C.D. Code a   b	
30 Location of goods		16 Country of origin   17 Country of destination	
		20 Delivery terms	
		22 Currency & total amount invoiced 0.00   23 Exch. rate 0.0000   24 Nature of transac.	
		28 Financial and banking data Bank Code _____	
		Terms of payment _____	

Figure 21 - General Information

## 2. The item details part


31 Packages and description of goods	Marks and numbers - Number and kind		32 Item No.	33 Commodity code		
	Marks & no of packages			34 Cty. orig. Code	35 Gross mass (kg)	36 Prefer.
	Mbr & Kind		a) b)	37 PROCEDURE	38 Net mass (kg)	39 Quota
	40 Summary declaration / Previous document					S/L
	44 Add. info Documents Produced Certificates and authorization			41 Supplementary units		
Licence No		D.Val	D.Qty	A.I. Code		
0.0-0.0+0.0+0.0-0.0						
A.D.				46 Statistical value		
				0.00		

Figure 22 - Item Details

## 3. The calculation of duties part

47 Calculation of taxes	Type	Tax base	Rate	Amount	MP	48 Deferred payment	49 Identification of warehouse								
						B ACCOUNTING DETAILS									
						Mode of payment	CASH								
						Assessment number	/ Date								
						Receipt number	Date								
						Guarantee	Date								
Total						Total fees	GIP								
						Total declaration	GIP								
50 Principal		No.		Signature		C OFFICE OF DEPARTURE									
51 Intended offices of transit and country	Represented by														
	Place and date														
52 Guarantee not valid for					Code	53 Office of destination and country									
D CONTROL BY OFFICE OF DESTINATION					Stamp:	54 Place and date									
Signature															
<table border="1"> <tr> <td>Val. Note</td> <td>Asmt. Notice</td> <td>Info. Page</td> <td>Att. Doc.</td> <td>Scan. Doc.</td> <td colspan="3"></td> </tr> </table>								Val. Note	Asmt. Notice	Info. Page	Att. Doc.	Scan. Doc.			
Val. Note	Asmt. Notice	Info. Page	Att. Doc.	Scan. Doc.											

Figure 23 - Calculation of Duties

If you have more than one item, click the  add item icon in the tool bar above the main form as illustrated below.



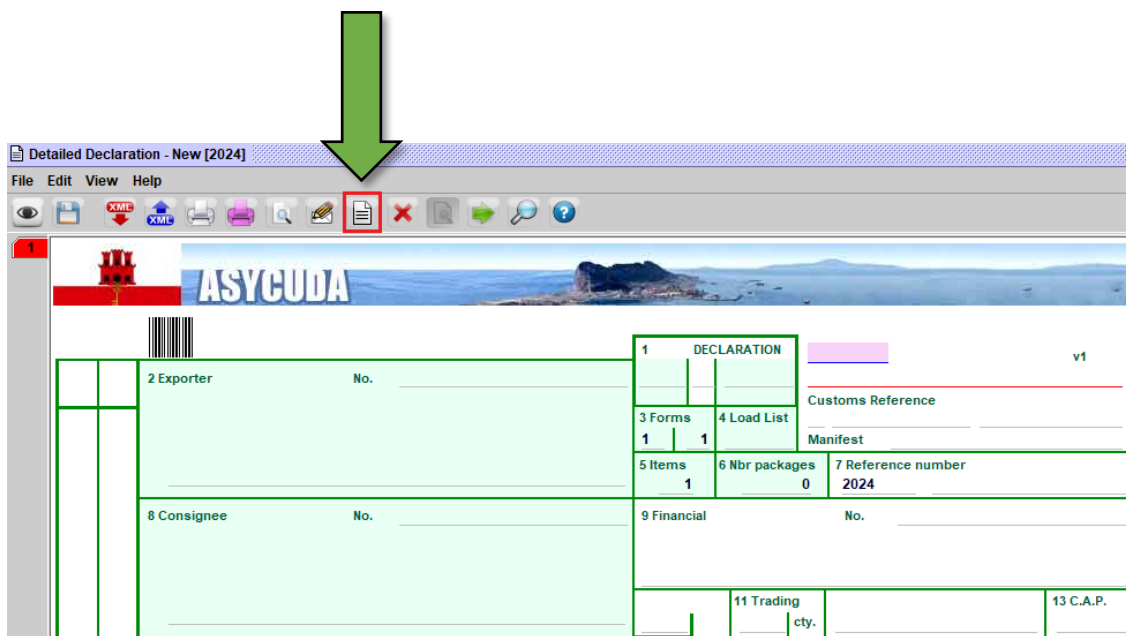


Figure 24 - Add Item

A new numbered tab will be attached to the main form of the declaration with the additional item as illustrated below. The fields on this form are identical to the fields of the item segment of the main form.

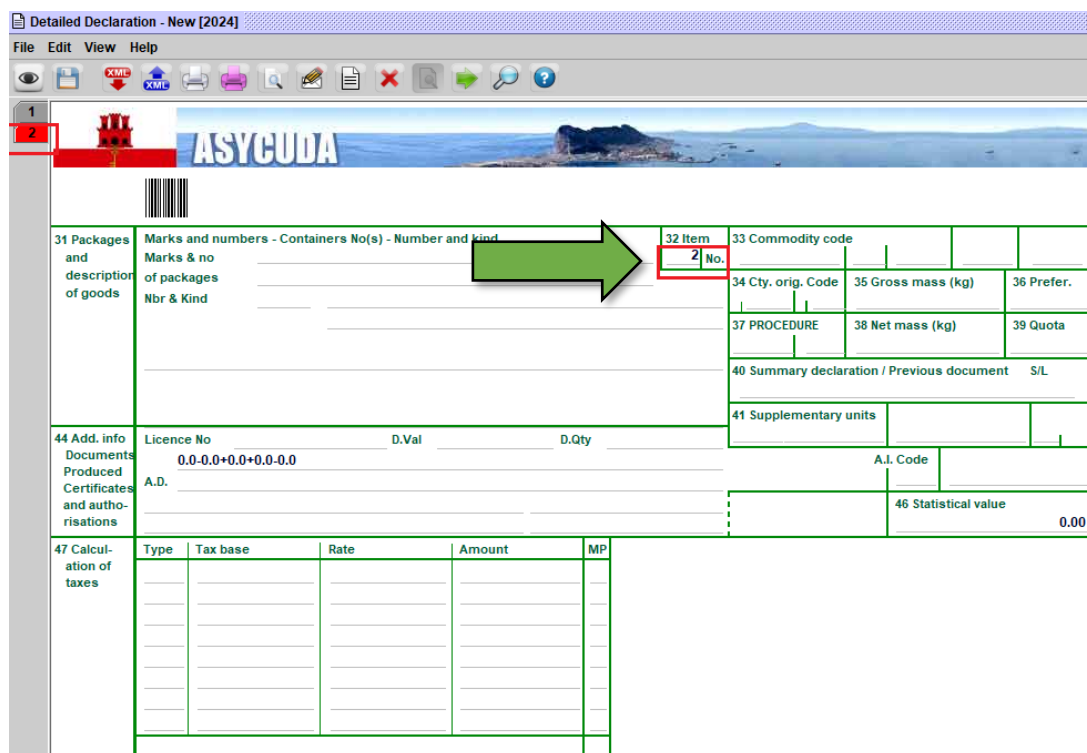


Figure 25 - New Numbered Tab

### b. Completing the valuation note form

This form contains the global invoiced value of all the goods declared in the main S.A.D form. It also allows input of value build up information such as freight and insurance costs and

automatically apportions the costs between the declaration items. It is **imperative that, 'External Freight', 'Insurance' and 'Other Costs' are manually inputted in their respective fields.**

The invoice value entered for each item on the main form (SAD) will be automatically entered on the item on the valuation form.

	Amount	FCX code	Exchange rate	Amount in	GIP
Invoice value .....	0.00	in	0.0000		0.00
External Freight .....(import).....	0.00	in	0.0000		0.00
Internal Freight .....	0.00	in	0.0000		0.00
Insurance .....(import).....	0.00	in	0.0000		0.00
Other costs .....(import).....	0.00	in	0.0000		0.00
Deductions .....	0.00	in	0.0000		0.00
<b>Total gross mass</b>			<b>Total Costs</b>		<b>0.00</b>
<b>Delivery terms</b>			<b>CIF value</b>		<b>0.00</b>

Figure 26 - Valuation Note

Item number	Amount	FCX code	Exchange rate	Amount in	GIP
1					
Invoice value .....	0.00	in	0.0000		0.00
External Freight .....(import).....	0.00	in	0.0000		0.00
Internal Freight .....	0.00	in	0.0000		0.00
Insurance .....(import).....	0.00	in	0.0000		0.00
Other costs .....(import).....	0.00	in	0.0000		0.00
Deductions .....	0.00	in	0.0000		0.00
			<b>Total Costs</b>		<b>0.00</b>
<b>Delivery terms</b>			<b>CIF value</b>		<b>0.00</b>
			<b>Statistical value</b>		<b>0.00</b>

Figure 27 - Valuation Note - Item

The information added on the valuation note level include:

- The invoice value which is mandatory

- The external freight
- The internal freight if applicable
- The insurance
- Other costs related to the consignment

c. Completing the assessment notice form

The Assessment Notice Page outlines the details and totals of all the applicable duties, taxes and fees associated with the declaration. These details are displayed in total as the assessed amount to be paid. All updates to the declaration that impacts the duties, taxes and fees payable which may arise during the clearance process are captured on this page. These updates may include additional amounts to be paid or refunded.

The screenshot shows a software window titled "Detailed Declaration - New [2024]" with a menu bar (File, Edit, View, Help) and a toolbar. The main content area is titled "SAD - Assessment Notice" and contains the following sections:

- Header: "\*\*\*\* DECLARATION NOT YET ASSESSED \*\*\*\*"
- Form fields: Customs Office, Model, Customs reference, Declarant reference (2024), Assessment reference, Nbr of items (1), Declarant, and Company.
- Table with columns: Mode of payment (CASH), Account number, Receipt number and date, Statement number and date.
- Table with columns: Items taxes and Global taxes.
- Summary box containing: Total Global Taxes, Total Items Taxes, Total assessed amount for the declaration, and Amount currently.

A large green arrow points downwards from the table section towards the summary box.

At the bottom of the window, there are tabs: S.A.D., Val. Note, Asmt. Notice (selected), Info. Page, Att. Doc., and Scan. Doc.

Figure 28 - Assessment Notice Form

d. Completing the info page form

This is a free text page that allows the declarant to record additional information that may not be captured on the other tabs of the declaration. This page also allows the importers to provide clarity, note additional comments or responses that may be required for the processing of the declaration.

The screenshot shows a web browser window titled "Detailed Declaration - New [2024]". The browser's address bar and menu bar are visible. The main content area features the ASYCUDA logo and a banner image of a coastal landscape. Below the banner is the "SAD - Information Page" header. The form is divided into several sections:

- Customs Office:** A text input field.
- Identification of the declaration:** A barcode icon.
- Model:** A text input field.
- Customs reference:** A text input field.
- Declarant reference:** A text input field containing "2024".
- Assessment reference:** A text input field containing a slash (/).
- Nbr of Items:** A text input field containing "1".
- Declarant:** A text input field.
- Comments:** A large text area for additional information, with a large green arrow pointing downwards into it.

At the bottom of the form, there is a navigation bar with tabs: "S.A.D.", "Val. Note", "Asmt. Notice", "Info. Page" (which is the active tab), "Att. Doc.", and "Scan. Doc.".

Figure 29 - Info Page Form

e. The scan doc form

This form allows the importer to upload all relevant documents to support the declaration.

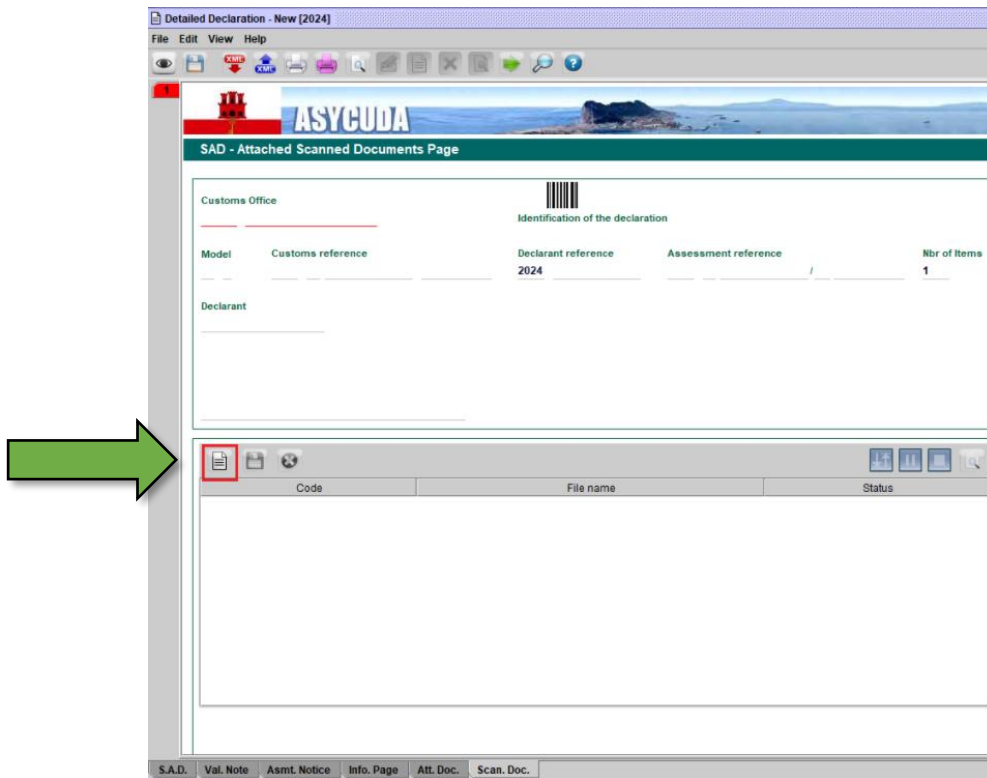


Figure 30 - Scan Doc Form

[Add a new scanned document](#)

To add a new scanned document, click on the  icon and select the file to upload. Then select the type of scanned document in the code dropdown list.

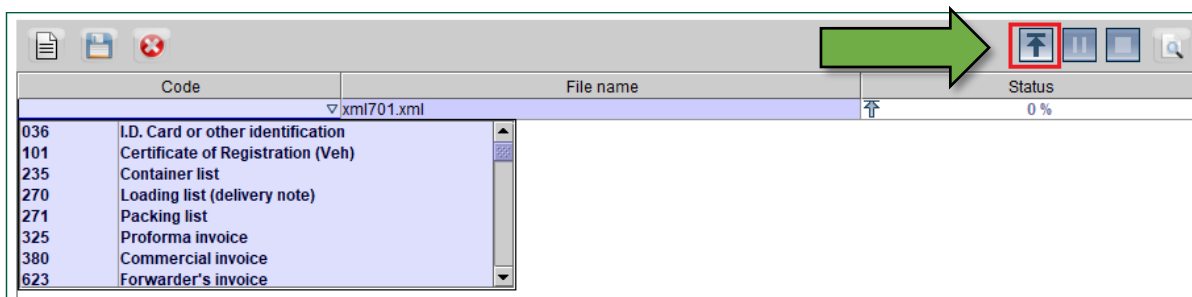


Figure 31 - Add a New Scanned Doc

Click on the  icon to upload the file.

If more than one item is to be uploaded, repeat the same process until all the files are uploaded.

f. [Completing the container form](#)

This page is optional and is only required for containerized declarations. The container page is triggered by the selection of Box 19 on the Declaration S.A.D page. The Container Page is used to capture all associating containers linked to the commodities being declared from a particular waybill/shipment. It is essential that during the preparation of the declaration all the commodity item lines are completed prior to completing the container page. This will allow the system to fill all the relevant details required on this page. After this page is completed, the system conducts a validation between the details on the container page and the S.A.D declaration to ensure consistency prior to submission.

### Adding a Container

To use the container tab, tick the box 19 on the S.A.D form. Then the Containers tab will be available.

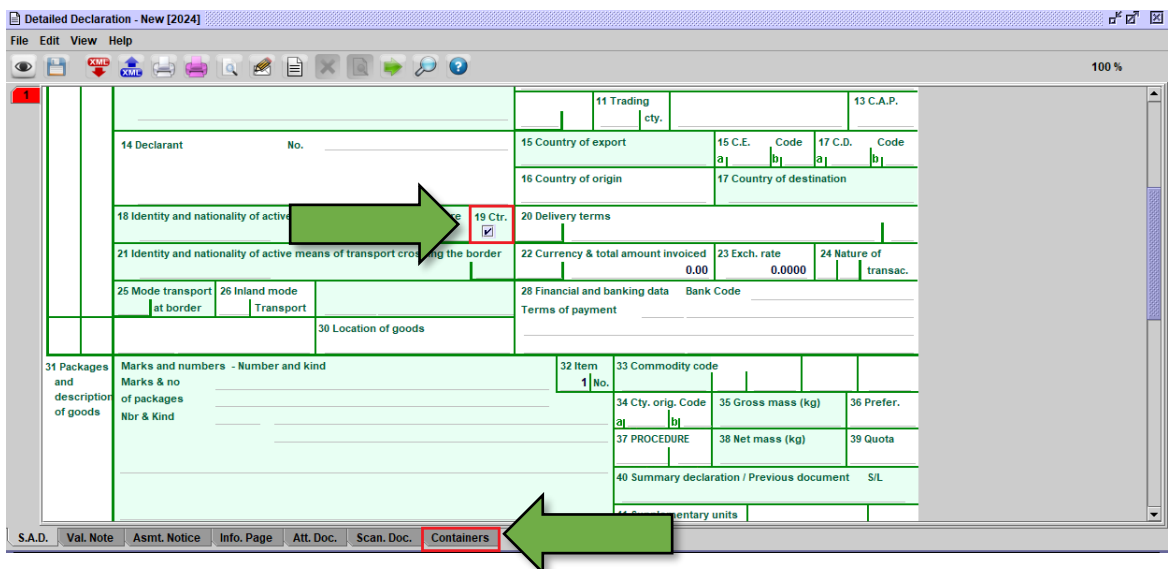


Figure 32 - Adding a Container

Then click on the “Containers” tab to capture the containers linked to the commodities on the declaration.

Fill out the container information and click  icon to add the container information.

Figure 33 - Adding Container Information

Repeat the same process to add the container information for all the item lines.

**g. Completing the previous document form**

This page is triggered by a declarant identifying in his declaration that there is a previous procedure that related to the operation being carried out. This is triggered by the procedure indicated in Box 37 of the declaration. The S.A.D Page must be completed prior to completing the Previous Document Tab. The Declarant is then required to enter the details of the registered declaration that is being referenced.

If the selected procedure requires the completion of a previous document, the “Previous document” tab will be triggered.

Fill out the information on the previous declaration and the information on the current declaration.

Previous declaration										
Office	Year	Reg. Nb.	Itm. Nb.	SH Code	Origin	Initial Qty :	Packag...	Net mass	Sup. Unit	Reference CIF value
CUPNI	2024	C 46	1	49030000	000 AE		0	30.0000	30.0000	793.33
						Remaining Qty :	Packag...	Net mass	Sup. Unit	
							0	30.0000	30.0000	

Current declaration										
Office	Year	Reg. Nb.	Itm. Nb.	SH Code	Origin	Initial Qty :	Packag...	Net mass	Sup. Unit	Reference CIF value
			1	49030000	000 AE		0	30.0000	4.0000	5,950.00

Office	Year	Ser. Reg. Nb.	Priv ...	SH Code	Prec Or...	Packages	Weight	S.U.	Ref. value	Itm. Qty written...	Weight write...	S.U. written...	Ref. value

Figure 34 - Previous Document Form

Repeat the same process on the current declaration part if more than one item are involved.



Then click the  icon and the system will automatically fill the field 40 (Summary declaration / Previous document) with the reference of the declaration.

Figure 35 - Summary Declaration

### [Check declaration validity](#)

When the user has entered all the information into the system, he can check if all the required information has been provided. To check click the  icon. If all information has been provided, the message below will appear.



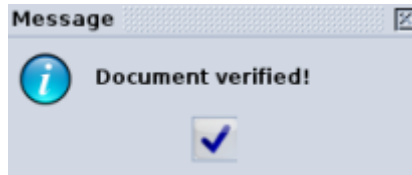


Figure 36 - Document Verified

Otherwise, a list of errors will be displayed.

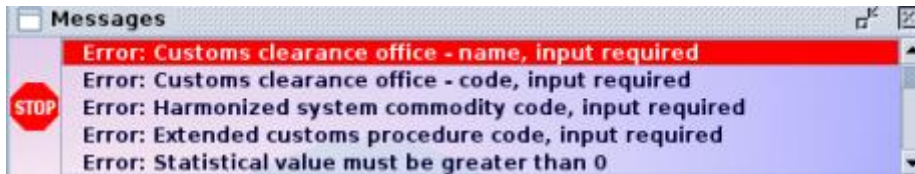



Figure 37 - Errors Display

### 3. Store a declaration

One may choose to store the declaration to retrieve for later use. The importer will store the declaration by clicking on the  icon. The user can store a declaration at any time and be able to retrieve it later.

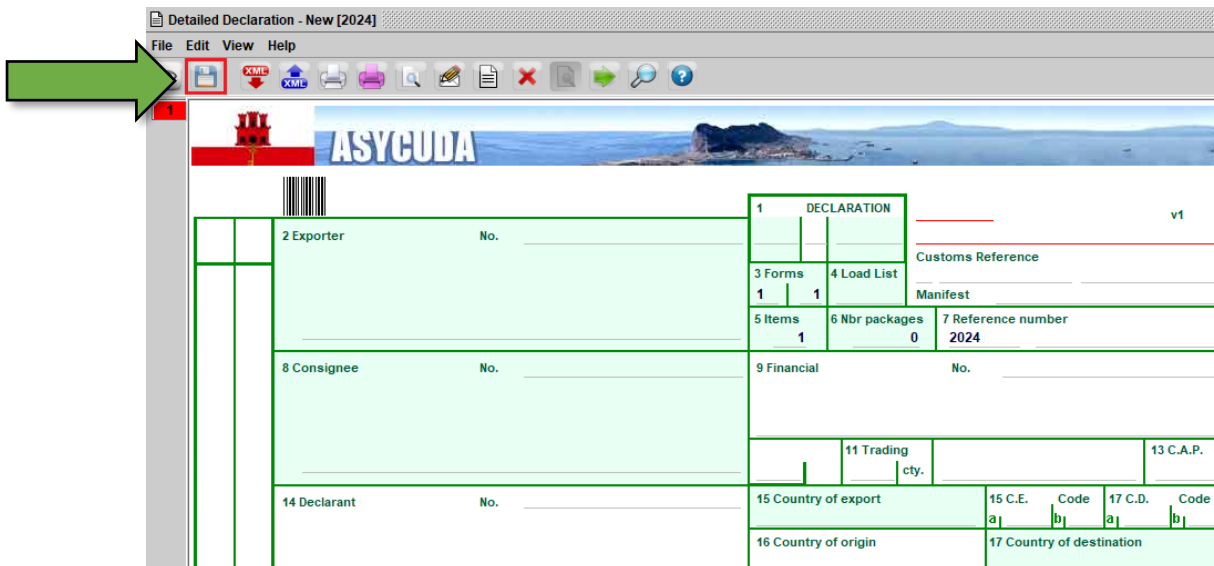


Figure 38 - Store a Declaration

### 4. Find a declaration

To find a declaration, right click on the Detailed Declaration e-document from the library and choose the find option.

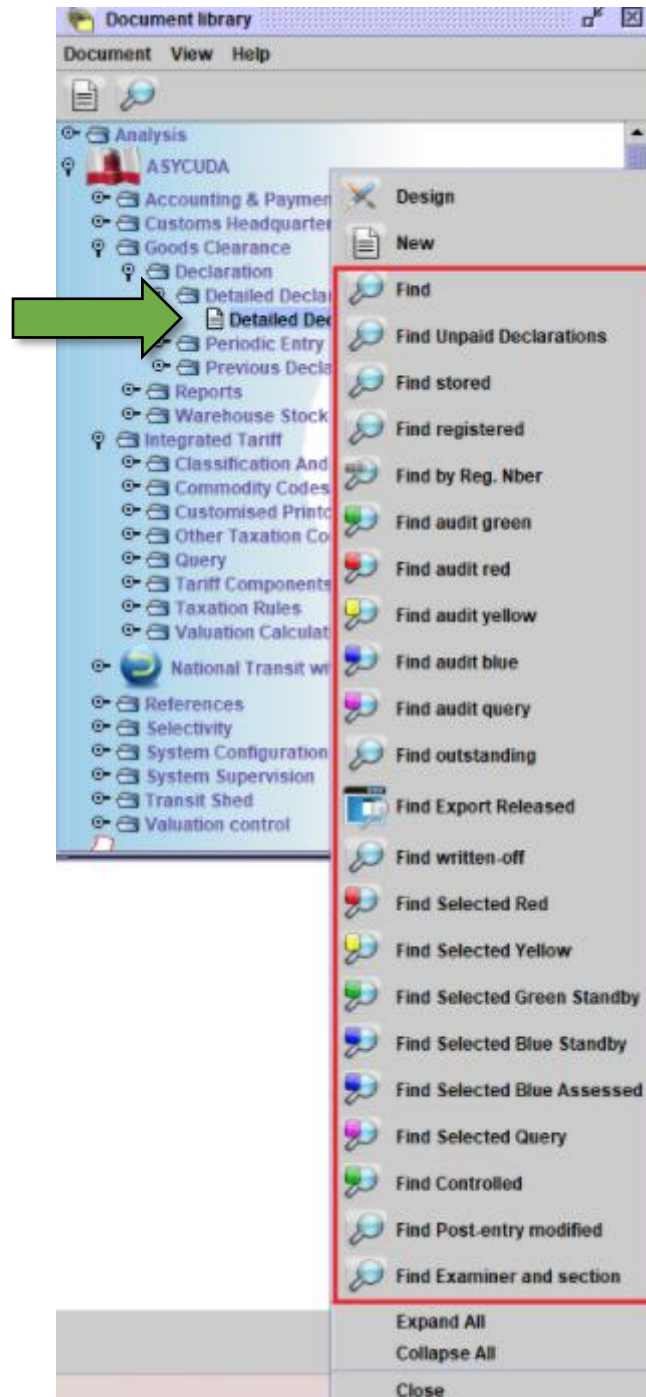


Figure 39 - Find a Declaration

A window with search criteria will be opened and the user will use the appropriate criteria to find the needed information. Multiple search criteria can be combined to get the right line(s).

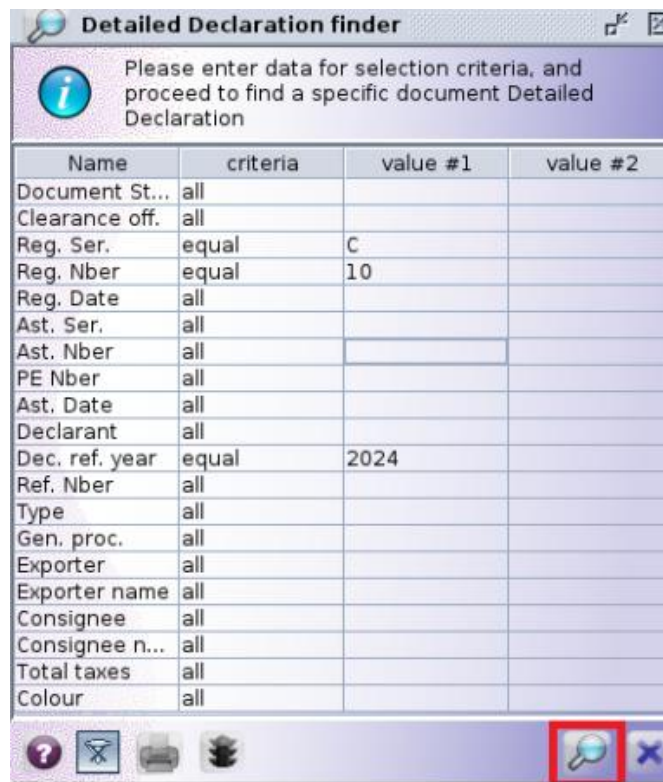



Figure 40 - Detailed Declaration Finder

Then click the  icon. A list of all records matching the search criteria is displayed.

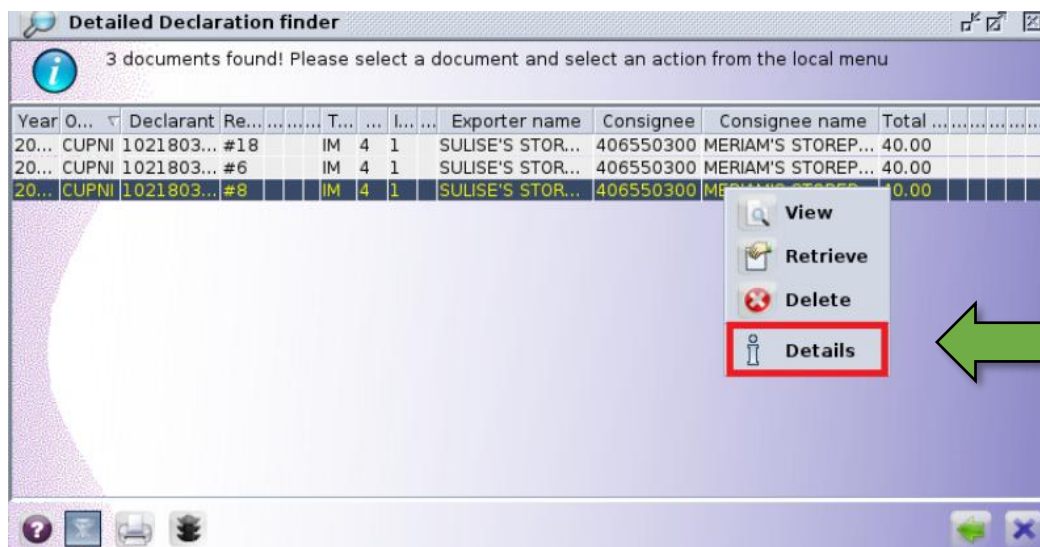


Figure 41 - Details of Operations

Details of the operations performed on the records can be viewed by clicking on the “Details” operation. The following screen will appear:

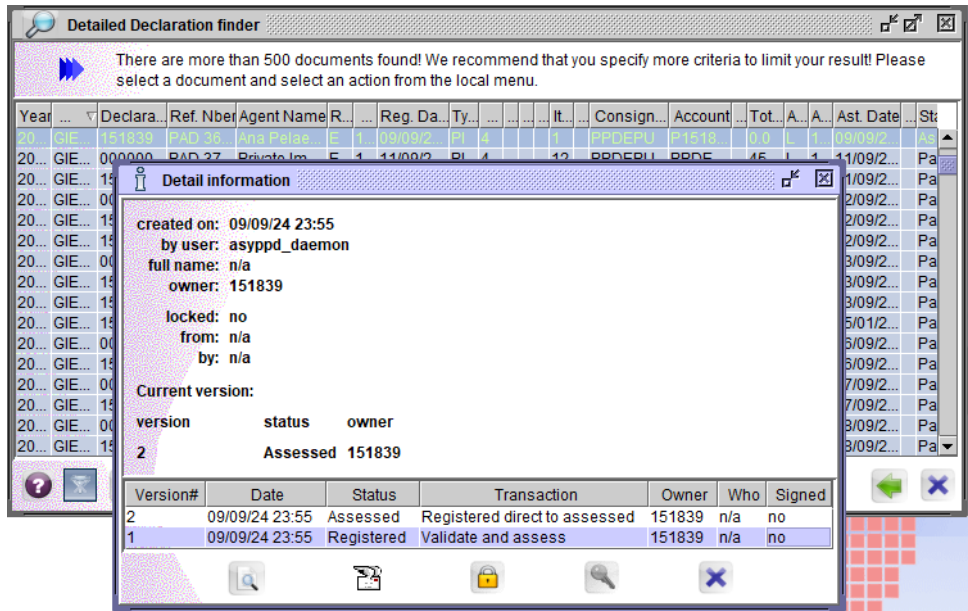


Figure 42 - Detail Information

### 5. Retrieve a declaration

Right click on the declaration and choose “Retrieve” option.

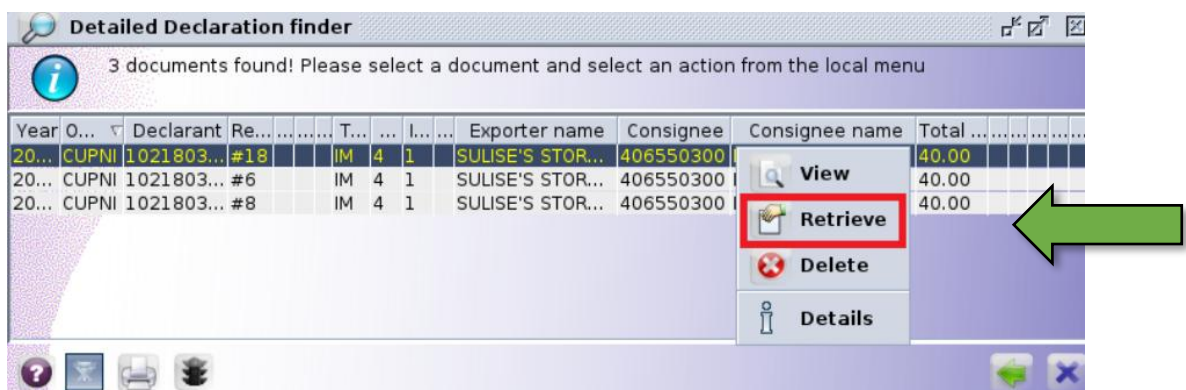


Figure 43 - Retrieve Declaration

The declaration form will be displayed and when all the modifications are done, the user can store or validate the declaration.

### 6. Validate and assess a declaration

This operation corresponds to the submission of the declaration to the Customs and Tax Administration. When the importer validates and assesses his declaration, he will no longer be able to retrieve it.


To validate and assess the declaration, the importer will click on the  icon.



Figure 44 - Validate and Assess

## 7. Pay a declaration using a prepayment account

A declaration can be automatically paid when the importer performs the “Validate and assess” operation. This is possible when a pre-payment account is provided on the S.A.D field “Deferred payment”.

## ASYCUDA Selectivity Lane and Colours

In the ASYCUDA, selectivity lane colours typically indicate the status of a shipment during customs processing. While specific colour codes can vary by country or implementation, the following are common meanings associated with the colours:

1. **Green Lane:** Indicates that the shipment is cleared for entry and poses no risk. No further inspection is required.
2. **Yellow Lane:** Suggests that the shipment is subject to documentary scrutiny or further review. It may require additional information or clarification.
3. **Red Lane:** Indicates that the shipment requires a full inspection by customs authorities. This could be due to risk assessment or random checks.

4. **Blue Lane:** May indicate that the shipment is eligible for certain benefits, such as expedited processing or specific customs programs.

**Goods can only be released when the status of the entry is green and blue WITH assessed or paid status. This is when the assessment notice of the declaration can be generated in the system.**