

HM Customs Gibraltar

# Temporary Importation to Re- exportations User Guide



ASYCUDA  
09/07/2025

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## Introduction

Temporary importations and re-exportations within the ASYCUDA system refer to the temporary entry of goods into a country for specific purposes, such as exhibitions, repairs, or processing, with the intention of subsequently re-exporting them. ASYCUDA facilitates these processes by providing a framework for customs authorities to manage and track such transactions efficiently. Temporary importation allows businesses to bring goods into a country without paying import duties. Providing that they are intended for a temporary stay and will be re-exported within a specified timeframe. Re-exportation involves the export of goods out of the country after they have been temporarily imported.

## 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.

## Login to ASYCUDA

1. 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



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

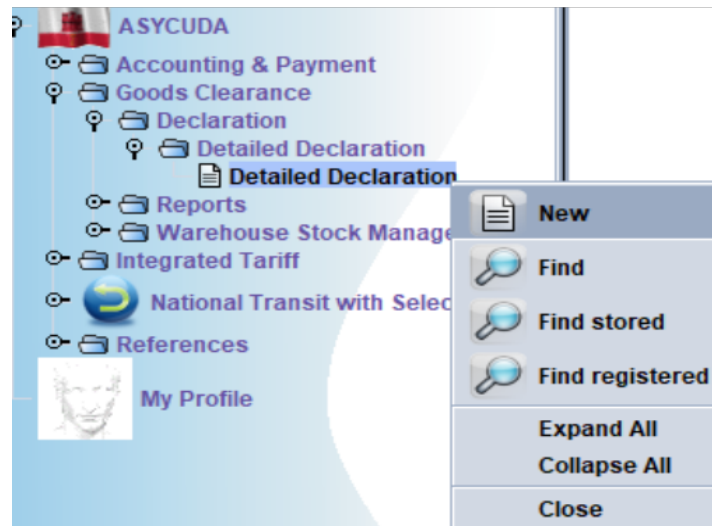


# Temporary Importations and Re-exportations

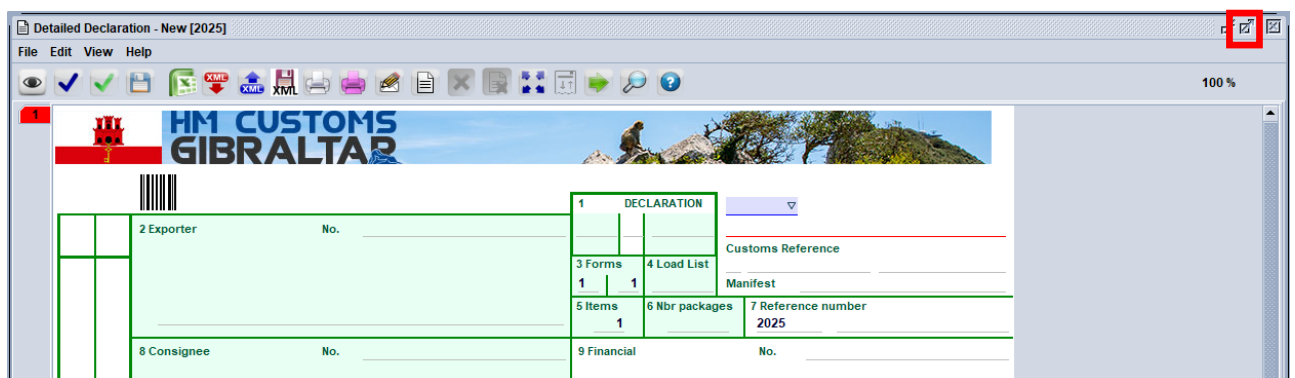
## Temporary Importations (IM5)

Navigating to creating a new declaration.

1. Double click on **ASYCUDA**
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 “**New**”. This will open a new declaration.



Maximize the SAD declaration by clicking on the following icon marked in red below.




Fill in the type of declaration 

|    |             |
|----|-------------|
| 1  | DECLARATION |
| IM | 5           |

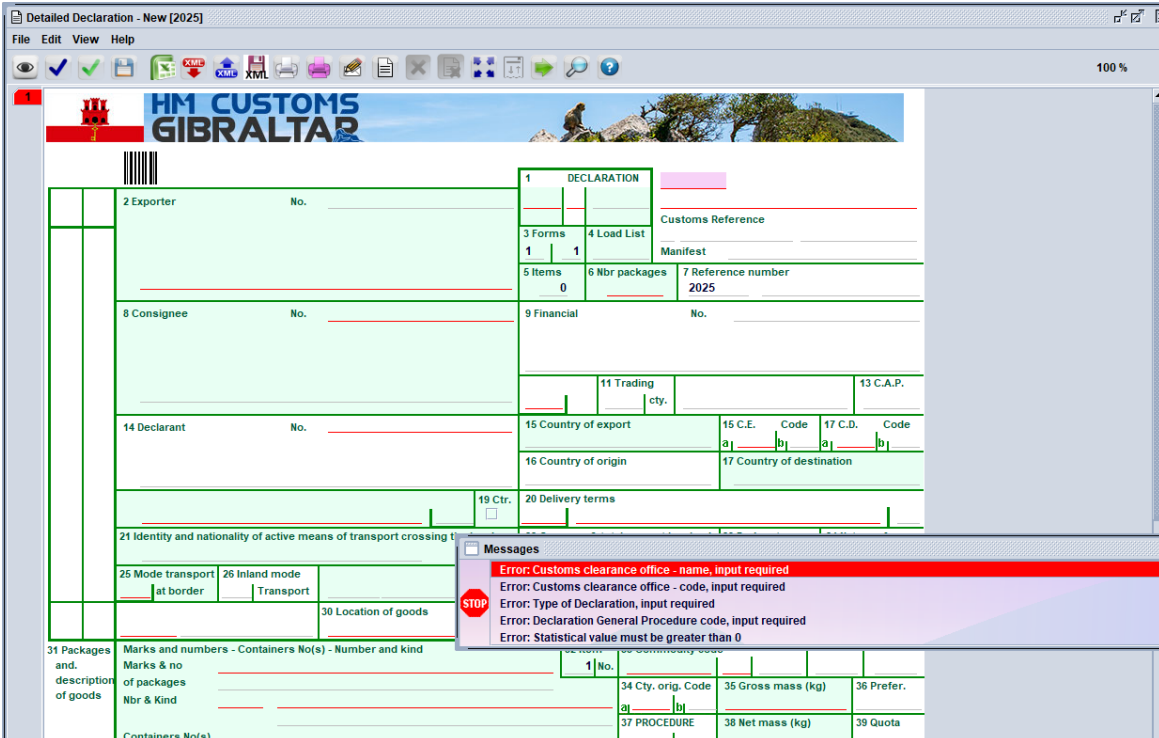
 followed by the extended procedure code 

|              |
|--------------|
| 37 PROCEDURE |
| 5300   502   |

Click the  to be prompted with the necessary boxes which need to be filled in. They will appear as errors and/or be underlined in red.

Before filling in the rest of the declaration it is advised to make sure to give your declaration a reference number like the box below. This will be used later on to do the re-exportation.

|                    |                         |
|--------------------|-------------------------|
| 7 Reference number |                         |
| 2017               |                         |
| No.                | User reference - number |



The screenshot shows the 'Detailed Declaration - New (2025)' form. The form is divided into several sections for data entry. A 'Messages' pop-up window is visible, displaying the following errors:

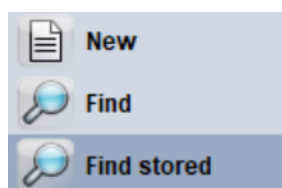
- Error: Customs clearance office - name, input required
- Error: Customs clearance office - code, input required
- Error: Type of Declaration, input required
- Error: Declaration General Procedure code, input required
- Error: Statistical value must be greater than 0

The form fields include:

- 1 DECLARATION
- 2 Exporter No.
- 3 Forms
- 4 Load List
- 5 Items
- 6 Nbr packages
- 7 Reference number
- 8 Consignee No.
- 9 Financial No.
- 11 Trading
- 13 C.A.P.
- 14 Declarant No.
- 15 Country of export
- 16 Country of origin
- 17 Country of destination
- 19 Ctr.
- 20 Delivery terms
- 21 Identity and nationality of active means of transport crossing
- 25 Mode transport
- 26 Inland mode
- 30 Location of goods
- 31 Packages and description of goods
- 34 Cty. orig. Code
- 35 Gross mass (kg)
- 36 Prefer.
- 37 PROCEDURE
- 38 Net mass (kg)
- 39 Quota

**Note:** When submitting a temporary importation/re-exportation the commodity codes, supplementary units, weights and country of origin need to match for both custom procedures.

Navigate back to the Document Library, right click -> Detailed Declaration and click on -> 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  |
|---------------------|----------|-----------|
| Truck Plate#        | all      |           |
| Trailer Plate#      | all      |           |
| Transit shed        | all      |           |
| Clearance off.      | all      |           |
| Declarant           | all      |           |
| Dec. reference year | all      |           |
| Ref. Nber           | equals   | TEMPGUIDE |

Then click the find 

Your specific searched declaration should appear like the results below.

| Year | Clearan... | Declarant | Ref. Nber | Type | Gen. ... | Truck | Trailer | Shed  | Ite... | Exp... | Consignee | Auth | Total duties & t... |
|------|------------|-----------|-----------|------|----------|-------|---------|-------|--------|--------|-----------|------|---------------------|
| 2018 | GIEPU      | 321123    | TEMPGUIDE | IM   | 5        | G1414 | G1414   | GIGVG | 1      |        | 321123    |      | 11009.17            |

Right click on the highlighted declaration and retrieve



To validate/register 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 an Entry number.

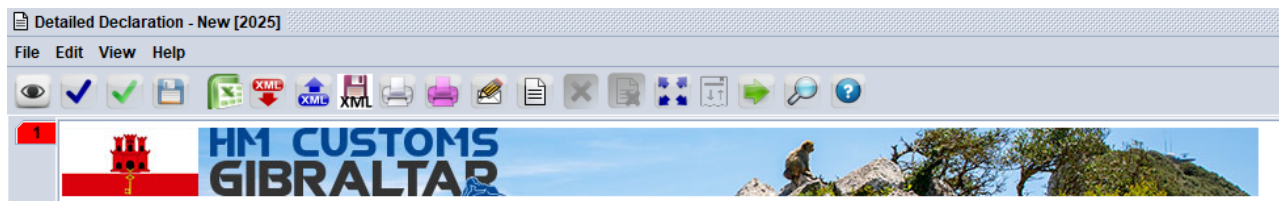
Before the re-export takes place at a later date, we would advise that the relevant IM5 declaration be

found using your finder.



## Re-exportation Declarations (EX3)

To export an XML declaration click on 



File Name: Tempguideforreexport  
Files of Type: XML File (.xml)  
Save Cancel

Give your XML a unique file name and save as

To create Re-export declaration

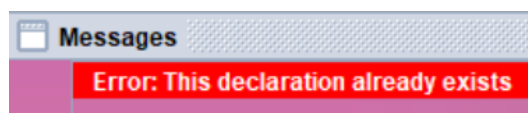
Open a new declaration.

Click  Import from ASYCUDA XML file (template)

Find your template and click Open



File Name: Tempguideforreexport  
Files of Type: XML File (.xml)  
Open Cancel


Click the 




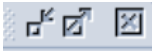
The reference number needs to be changed as you can't have a declaration with the same reference number.

7 Reference number  
2018 TEMPGUIDERE-EXPOR

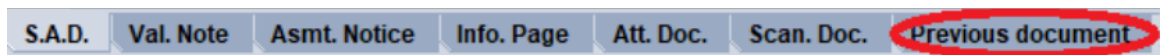
Change the type of declaration to  and the extended procedure code to relevant one 

Fill in the remaining errors the  shows

When this is shown  click the blue tick and maximize declaration by

clicking on  found at the top right-hand corner of the declaration. 

At the bottom of the declaration, you will see an extra tab which has been added to what is usually seen.



Click on Previous document and fill in the 5 highlighted points as seen below (Office, Year, Reg Number, and Item Number).

Previous declaration

| Office  | Year | Reg. Nb. | Itm. Nb. | SH Code | Origin | Initial Qty :   | Packages | Net mass | Sup. Uni |
|---|------|----------|----------|---------|--------|-----------------|----------|----------|----------|
|  |      |          |          |         |        |                 |          |          |          |
|   |      |          |          |         |        | Remaining Qty : | Packages | Net mass | Sup. Uni |
|   |      |          |          |         |        |                 |          |          |          |


This will generate the rest of the process of the previous declaration as seen below.


Previous declaration

| Office | Year | Reg. Nb. | Itm. Nb. | SH Code  | Origin | Initial Qty :   | Packages | Net mass   | Sup. Unit | Reference CIF value |
|--------|------|----------|----------|----------|--------|-----------------|----------|------------|-----------|---------------------|
| GIEPU  | 2018 | E 63     | 1        | 86040000 | 00     | ES              | 1        | 100,000.00 | 1.00      | 91,743.12           |
|        |      |          |          |          |        | Remaining Qty : | Packages | Net mass   | Sup. Unit |                     |
|        |      |          |          |          |        |                 | 1        | 100,000.00 | 1.00      |                     |

Next fill the highlighted icon current declaration box (Item Number)

Current declaration

|   | Itm. Nb. | SH Code | Origin | Packages | Net mass | Sup. Unit | Reference CIF value |
|---|----------|---------|--------|----------|----------|-----------|---------------------|
|  |          |         |        |          |          |           |                     |
|   |          |         |        |          |          |           |                     |

Which in this example would be 1 as it's only the 1 item being re-exported. Then click on 

Current declaration



Itm. Nb. SH Code Origin Packages Net mass Sup. Unit Reference CIF value

| Office | Year | Ser. | Reg. Nb. | Prv It... | SH Code  | Prec Orig. | Packages | Weight   | U/S. | Ref. value | Itm | Qty written-off | Weight written-off | U/S. written-off | Ref. value |
|--------|------|------|----------|-----------|----------|------------|----------|----------|------|------------|-----|-----------------|--------------------|------------------|------------|
| GIEPU  | 2018 | E    | 63       | 1         | 86040000 | 00 ES      | 1        | 100000.0 | 1.0  | 91743.12   | 1   | 1               | 100000.0           | 1.0              | 91,743.12  |



Click on the

**Document verified!**



When this appears, we are ready to lodge declaration. Lodge clicking.



Next, we will retrieve the declaration and click the  to validate (register with Customs)

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

You will be prompted with the box seen below providing you with all the relevant details found.

Validate and assess is done.

Declarant ref.: 2018 321123 TEMPGUIDERE-EXPOR

Customs ref.: E 74 13/02/2018

Assessment ref.: L 45 13/02/2018

**GREEN LANE**

## 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 declaration.



Add item to declaration.



Delete item from declaration.

Make sure your toolbar and Error Window are ticked as below.

