

HM Customs Gibraltar

How to access the ASYCUDA Prepayment System



ASYCUDA Section
06/08/2024

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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 officer's uniform and a customs checkpoint. The banner text reads: "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." 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 red-bordered box around the "ASYCUDA WORLD ICIS Environment" logo and a "TESTING & TRAINING Environment" logo), and "Online Tariff" (containing a search box for the current Harmonized Tariff). At the bottom left, there is a "Latest News" section with links for "PROJECT SERVATOR" and "ASYCUDAWORLD PORTAL".

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.

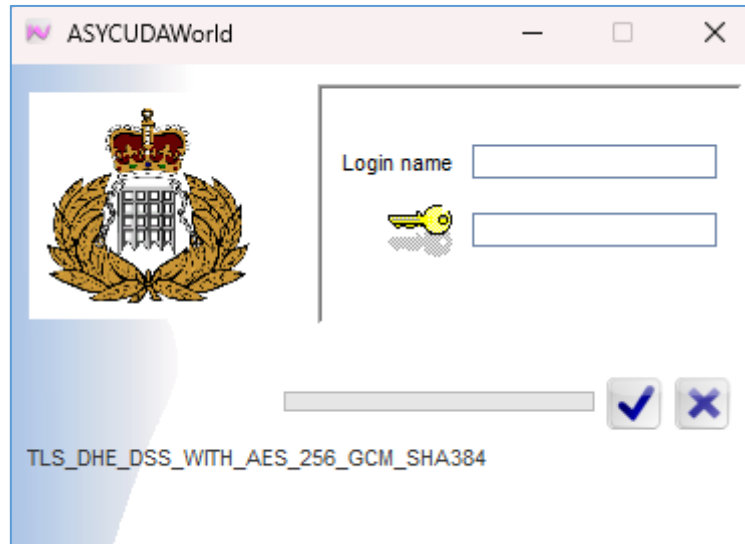


Figure 1 - Login popup

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

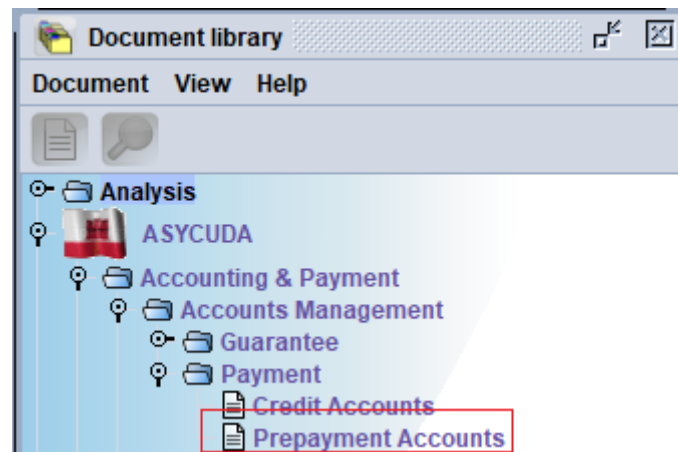


Figure 2 - Prepayment Accounts

3. Chosen the relevant option: -



Figure 3 - Choose either consignee or declarant owned.

4. 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.

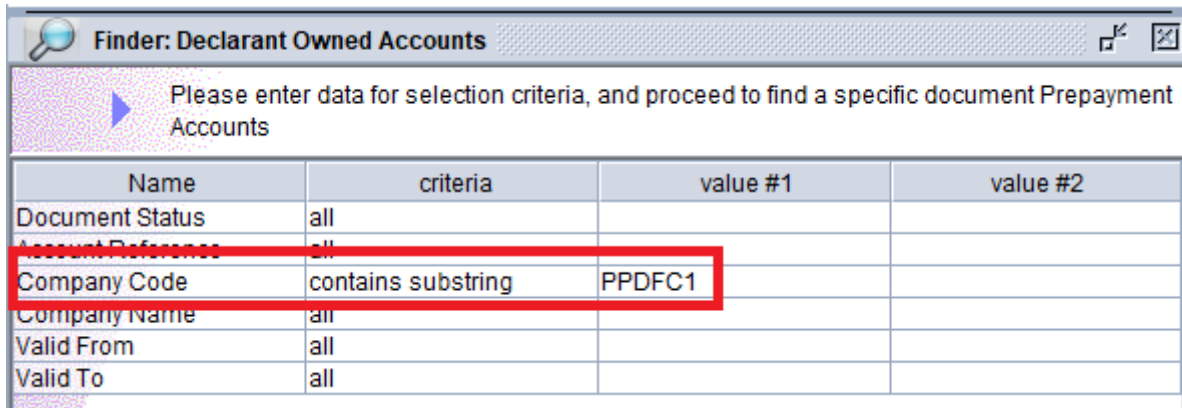


Figure 4 - Filter

Account Summary

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

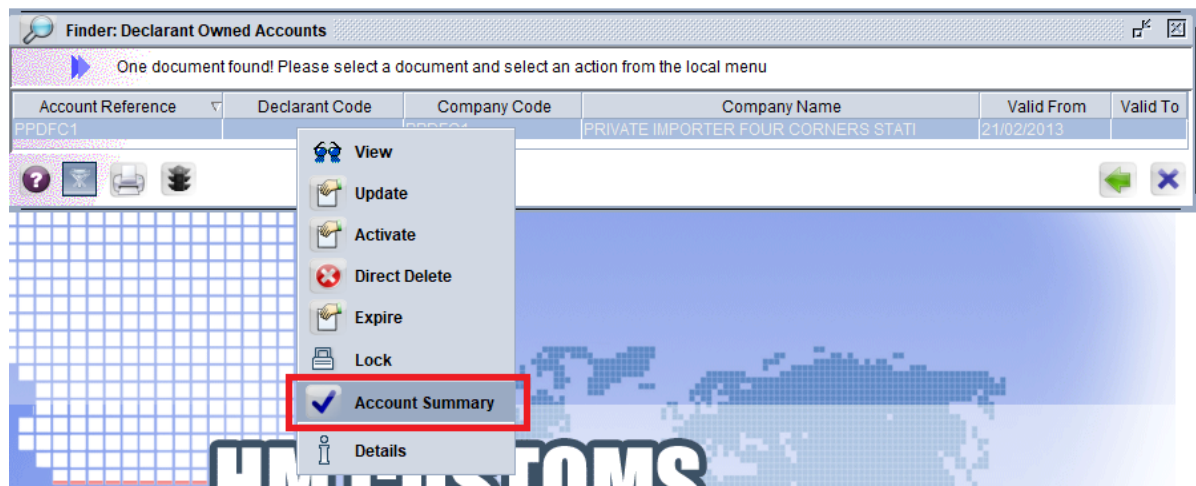


Figure 5 - Account Summary

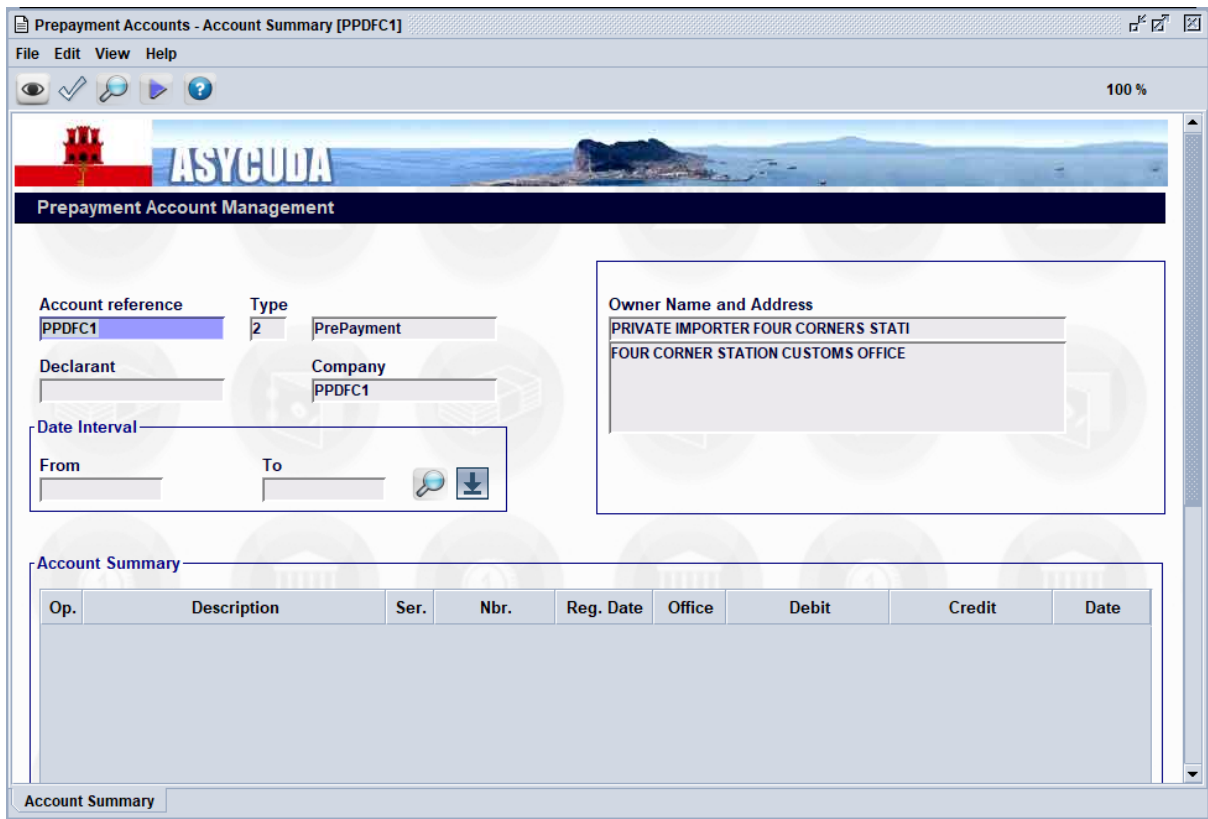


Figure 6 - Account Summary Details

6. 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 Excel format.

Exporting Account Summary

7. 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				GIFC1		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 7 - Account Summary


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



Figure 8 - Date Interval Search

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

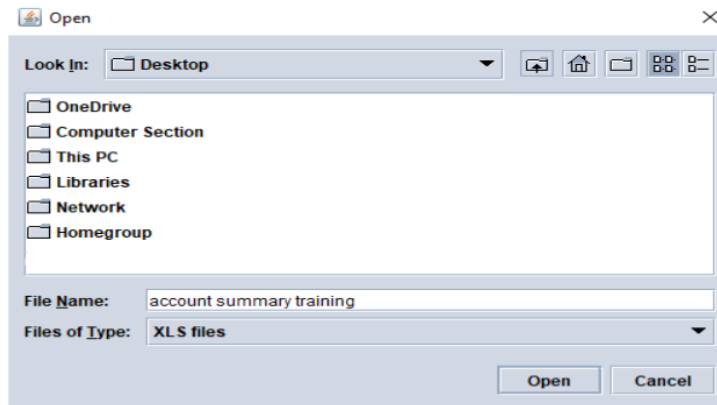


Figure 9 - Location to Save Excel File

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

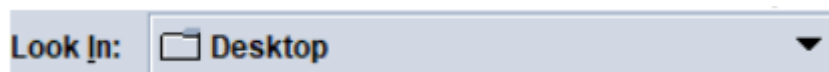


Figure 10 - Saved Location

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

Op.	Descriptic Ser.	Nbr.	Reg. Date	Office	Debit	Credit	Date
Report on : 24/05/2017							
1	Cash Deposit					30000.00	24/05/2017
2	Declaratic E	32	26/05/201	GIEPU	252.00		26/05/2017
Total					252.00	30000.00	
Balance on : 26/05/2017							29748.00

Figure 11 - Account Summary in Excel