



# Declaration Change Document

For Customs' Brokers



ASYCUDAWorld 4.2.2

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Information Technology Unit

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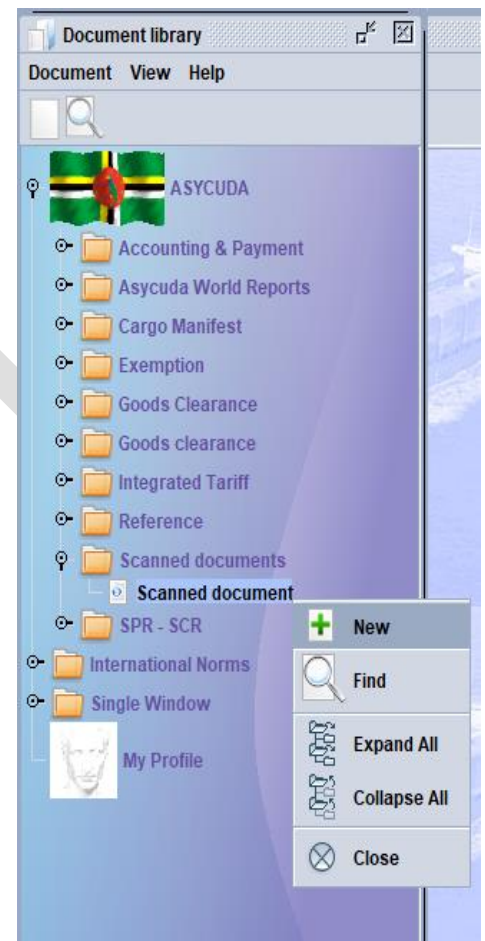
DRAFT

# Goods Clearance


## Scanned Documents

All additional documents, original bills of lading, invoices, certificates etc. will be uploaded via the **Scanned Documents** folder.

Right click on Scanned Document to create a new e-document or find an existing one.



1. All the relevant fields will have to be completed by Free Texting, Doc. Ref and choosing the date from the Drop-Down Combo Calendar.
2. Doc. Type Code will be obtained from a Combo on the System.
3. The Declarant Code and or Submitter full name will be automatically loaded displayed:

Once the information is captured on the first segment of the Scan Doc, then you will click  sign to add the details and upload as normal.

You still have the options to reject and or delete



and save the information of the document chosen.

Code	Reference n...	Reference d...	Supplier Na...	Supplier Add...	Supplier Co...	InstanceID	File name	Status
<div> </div>								

Scan doc.

When the document is uploaded, and you are satisfied by putting in the reference date you will click on the validation Icon and then Register Icon. .

Attached Scanned Documents Page

Doc. ref. date	Doc. reference	Type code	Type name
13/07/2018	SYM TEST	RC04	GOODS RECEIPTS

Declarant

Submitter's full-name

Code	Reference number	Reference date	File name	Status
	SYM TEST0		Linen & Things.pdf	100 %

Scan doc.

You can then agree by clicking on Green Tick and view your document using that unique-reference number that was used upon creation. This reference number and ate of registration can be accessed wherever any scan document is required pertinent to it.

## Attached Documents

Reference and Date of **All** additional documents- Invoices, Original Bills of Lading, Customs Split Up, Value Declaration previous uploaded in **SCANNED DOCUMENTS** (folder) will be indicated on the **Att. Doc. Tab**

Detailed Declaration - New [2019]

File Edit View Help

ASYCUDA DOMINICA

SAD - Attached Documents Page

Customs Office

Identification of the declaration

Model	Customs reference	Declarant reference	Assessment reference	Nbr of Items
IM 4		2019	/	1

Declarant

0327278004129

MILLENNIUM VENTURES LTD  
OLD STREET  
ROSEAU

Item	Code	Description	Authority	Reference	Date

Itm	Code	Description	Authority	Reference	Date

S.A.D. Val. Note Asmt. Notice Info. Page **Att. Doc.** Vehicle(s) information



## Vehicle Information

The **Vehicle Information Tab** has been redesigned and will now validate vehicle details against the **Asycuda Bill of Lading**. Once the vehicle tab is active enter the chassis number which was entered on the Bill of lading to pull the rest of the information from the BL's Vehicle Tab.

If the information is not present on the waybill, an error will show up. After all the mandatory information is entered click on the plus to add it to the vehicle list summary

**ASYCUDA DOMINICA**

**SAD - Vehicle(s) Information Page**

**Vehicle Data Entry**

Item

Chassis Number

Engine Number

Engine Displacement (cc)

Unladen Weight

Odometer Reading

Fuel Type

Tyre Size

Make/Brand

Model

Manufacture Year

Color

Doors Number

Seating Capacity

Seating Position

☒ New Vehicle

☐ Used Vehicle

☐ Concessionary Vehicle

Import License Number

**Vehicle List Summary**

Item	Chassis Number	Engine Number	Make	Model	Used?
<div></div>					

S.A.D.

Val. Note

Asmt. Notice

Info. Page

Att. Doc.

**Vehicle(s) information**



## Valuation Note

The Valuation Note and Item Valuation Note have been combined. The tab is now divided into the **Valuation Note – General Segment** and **Valuation Note – Item**.

SAD - Valuation Note - General segment

Working mode Apportionment per value

	Amount		FCX code	Exchange rate	Amount in	XCD
Invoice value .....	<u>0</u>	in		<u>0.0000</u>		<u>0.00</u>
External Freight .....(import).....	<u>0.00</u>	in		<u>0.0000</u>		<u>0.00</u>
Internal Freight .....	<u>0.00</u>	in		<u>0.0000</u>		<u>0.00</u>
Insurance .....(import).....	<u>0.00</u>	in		<u>0.0000</u>		<u>0.00</u>
Other costs .....(import).....	<u>0.00</u>	in		<u>0.0000</u>		<u>0.00</u>
Deductions .....	<u>0.00</u>	in		<u>0.0000</u>		<u>0.00</u>
Total gross mass				Total Costs		<u>0.00</u>
Delivery terms				CIF value		<u>0.00</u>

SAD - Valuation Note - Item

Item number	Amount		FCX code	Exchange rate	Amount in	XCD
Invoice value .....	<u>0.00</u>	in		<u>0.0000</u>		<u>0.00</u>
External Freight .....(import).....	<u>0.00</u>	in		<u>0.0000</u>		<u>0.00</u>
Internal Freight .....	<u>0.00</u>	in		<u>0.0000</u>		<u>0.00</u>
Insurance .....(import).....	<u>0.00</u>	in		<u>0.0000</u>		<u>0.00</u>
Other costs .....(import).....	<u>0.00</u>	in		<u>0.0000</u>		<u>0.00</u>

S.A.D. Val. Note Asmt. Notice Info. Page Att. Doc. Vehicle(s) information

