

# ASYCUDA World-Declaration Processing

## Field's Guide

BOX	DESCRIPTION	ACTION	USE
<b>General Segment</b>			
	Office Code	<b>Mandatory</b>	The Customs Office where declaration will be processed
	Manifest	<b>Mandatory</b>	The registration number or reference of the manifest. It is made up of the <b>Year</b> and <b>Sequence number</b> (i.e. 2005 341). The reference, is made up of the <b>Voyage number</b> and <b>Date of departure (dd/mm/yyyy)</b> of the vessel or aircraft (i.e.AA922 03/01/2005).
	Customs Reference Number	<b>System</b>	The number assigned automatically by the system when a declaration is registered. It is made up of Serial Letter and Sequence number (e.g. C 205) Year and office code
	Date	<b>System</b>	The date of Registration of a declaration
<b>1</b>	Declaration Model	<b>Mandatory</b>	The declaration mode/regime selected by the user
<b>2</b>	Exporter	<b>Mandatory</b>	In case of IMPORT the exporter is residing outside the country of destination and consequently his information does not exist in the reference data tables. Thus, his information is entered manually as written in the transaction's documents. In case of EXPORT, his information should be stored in the relevant reference table and could be filled in automatically either popped up or using the finder.
<b>3</b>	Forms	<b>System</b>	Shows the page number viewed along with the total number of pages for the whole declaration.
<b>4</b>	Load List	<b>optional</b>	The number of loading lists, manifests or similar documents. (known also as bill of lading)
<b>5</b>	Items	<b>System</b>	Displays the total number of items (lines) declared in the declaration
<b>6</b>	Nbr. Packages	<b>Mandatory</b>	The total number of packages (piece count) for the whole declaration.
<b>7</b>	Reference Number	<b>Mandatory</b>	The number given by the trader to identify the declaration. The trader can use it to retrieve/modify his declarations.
<b>8</b>	Consignee	<b>Optional Mandatory</b>	Name [and address] of party who makes, or on whose behalf a Customs clearing agent or other authorized person makes, an import declaration. This may include a person who has possession of the goods or to whom the goods are consigned.
<b>9</b>	Importer	<b>Optional</b>	Name and address of the owner of the goods, may or may not be the consignee.

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## F i e l d ' s G u i d e

<b>10</b>	Country of Last Consignment	<b>Mandatory</b>	Country from which goods have been or will be consigned prior to final importation.
<b>11</b>	Trading country	<b>Mandatory</b>	The nation from or to which the goods are being traded. It may not be the country of origin./ Country of purchase
<b>12</b>	Value Details	<b>Optional</b>	Reserved for Future Use
<b>13</b>	CAP	<b>Optional</b>	Common Agricultural Policy. Reserved for future use
<b>14</b>	Declarant	<b>Mandatory</b>	Customs clearing agent; could be the trader, if he is authorized to clear his consignments by himself, or a brokerage agency.
<b>15</b>	Country of Export	<b>Mandatory</b>	The nation from which the goods are first exported or consigned.
<b>16</b>	Country of Origin	<b>Mandatory</b>	The nation where the goods were manufactured or grown.
<b>17</b>	Country of Destination	<b>Mandatory</b>	The country of which the goods are intended. It would always be Dominica in the case of imports.
<b>18</b>	Identity and Nationality of Active means of Transport at arrival	<b>Mandatory</b>	Name of ship and place where ship is registered
<b>19</b>	Container	<b>Mandatory If goods are in a Con't</b>	Select if goods are located in a container
<b>20</b>	Delivery terms	<b>Mandatory</b>	The terms of delivery specified in the sale contract between the buyer and the seller of the declared goods. Ex. CIF/FOB
<b>21</b>	Identity and Nationality of Active means of Transport at border	<b>Mandatory</b>	Name of vessel or aircraft which transported goods into Dominica and Place of registration
<b>22</b>	Currency / Amount Invoiced	<b>Mandatory</b>	The currency code in which the goods are invoiced/total invoice price of goods declared
<b>23</b>	Exchange rate	<b>System</b>	The rate at which one specified currency is expressed in another specified currency.
<b>24</b>	Nature of Transaction	<b>Optional</b>	An indication of the contract under which the goods are supplied.
<b>25</b>	Mode of transport at Border	<b>Mandatory</b>	The code corresponding to the active means of transport at the border
<b>26</b>	Inland Mode of transport	<b>Optional</b>	The code corresponding to the means of transport which will undertake the internal movement of the goods.

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<b>27</b>	Place of Discharge	<b>Mandatory</b>	The Port or Location in the country where the goods were initially exported and loaded into the ship or aircraft.
<b>28</b>	Financial and banking data Terms of Payment	<b>Optional</b>	The financial agreement between the buyer and seller of the goods
<b>29</b>	Office of Entry	<b>Mandatory</b>	The port of entry at which the goods entered Dominica. May be different than office of clearance.
<b>30</b>	Location of goods	<b>Mandatory</b>	Name of the place where a specific goods item is located and eventual location in which physical inspection might take place.
<b>ITEM SEGMENT</b>			
<b>31</b>	Packages & Description of goods	<b>Mandatory</b>	The hand-written or typed identifiers placed on the packages by the export/supplier
	<i>Container numbers</i>	<b>Mandatory</b>	If box 19 is selected enter container number.
	<i>Tariff Description</i>	<b>Mandatory</b>	According to the commodity code selected for the item, the system will display the tariff description
	<i>Commercial Description</i>	<b>Mandatory</b>	The description sufficiently precise to enable immediate and unambiguous identification and classification of the goods. If the space is not enough to fully describe the goods, use box 41 at Additional Info field to complete the description
<b>32</b>	Item No	<b>System</b>	Identifies the item number currently being completed. It is automatically completed by the computer. The maximum amount of items permitted by declaration is 200
<b>33</b>	Commodity Code Product Identifier	<b>Mandatory</b>	The tariff code which classifies the goods being declared according to the Common External Tariff. Identifier code of the item ( for warehousing purposes)
<b>34</b>	Cty .Orig. Code	<b>Mandatory</b>	The code for the nation where the goods were manufactured, produced or grown.
<b>35</b>	Gross Mass kg	<b>Mandatory</b>	The total weight in kilos of the goods including packages.
<b>36</b>	Preference Code	<b>Optional</b>	Identification of a preferential treatment for the goods under a bilateral or preferential treatment signed by the Government.
<b>37</b>	Procedure	<b>Mandatory</b>	The first part (Customs Procedure Code), identifies the treatment which the goods receive. The second part is known as the additional CPC code used to identify if the goods are claiming a special duty/tax treatment.
<b>38</b>	Net Mass Kg	<b>Mandatory</b>	The net weight (gross mass minus packaging) in kilos of the goods being declared

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<b>39</b>	Tax Relief	<b>Optional</b>	Mandatory for duty free concessions, indicates which taxes are relieved
<b>40</b>	Summary document Previous document	<b>Mandatory</b>	The bill of lading or airway bill number required to identify the consignment of the goods
<b>41</b>	Supplementary Units	<b>Mandatory</b>	Quantity of the goods in the unit as required by Customs for tariff, statistical or fiscal purposes
<b>42</b>	Item price	<b>Mandatory</b>	Amount due for each chargeable item of goods or services
<b>43</b>	V.M Code	<b>System</b>	The Valuation Method used to calculate the value for Customs duties/taxes
<b>44</b>	<i>License No</i>		Reserved for future use
	<i>D. VAL</i>	<b>System</b>	The system displays the accounts relative to the item of any additional charges or deductions input from the valuation note segment.
	<i>D. Qty</i>	<b>Mandatory</b>	Quantity deducted from license for goods which require license
	<i>A .D</i>	<b>System</b>	The codes for documents that must be attached to the declaration due to the type of goods ,values, CPC, tax treatment or other information input at the item being declared
	<i>Previous Declaration</i>	<b>System</b>	If the goods were previously under a suspense regime, details of the declaration customs reference number will be shown here
	<i>Additional Warehouse Code</i>	<b>Optional</b>	Mandatory when transferring goods from one bond to the another
<b>45</b>	Adjustment	<b>Prohibited</b>	For internal Customs use only
<b>46</b>	Supplier Page	<b>Mandatory</b>	Indicates which invoice the item belongs. See Supplier Tab.
<b>47</b>	Statistical value	<b>System</b>	value for statistical purposes
<b>48</b>	Deferred/Pre-Payment Account	<b>Optional</b>	Reference number identifying a payment of a duty or tax e.g. under a transit procedure. .
<b>49</b>	Identification of Warehouse	<b>Mandatory for bond</b>	Warehouse number where goods are bonded
	Delay time	<b>Mandatory</b>	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.

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<b>B</b>	Accounting Details	<b>System</b>	Shows the mode of payment, the assessment number and receipt number (when paid) of the declaration, as well as the dates when they occurred.
<b>50</b>	Calculation of taxes	<b>System</b>	<p>The system displays a matrix where various columns provide details of the tax calculations performed by the system based on the declared particulars and according to current legislation.</p> <p><b>Type</b> identifies the tax, duty or fee code.</p> <p><b>Tax base</b> shows the base value or quantity upon which the duty or tax has been calculated for the tax line in question.</p> <p><b>Rate</b> displays the actual rate of duty or tax for this tax line, applicable to the goods being declared, as found in the tariff.</p> <p><b>Amount</b> shows the computer calculated amount of duty or tax payable or, in case of suspense regime, the duty liability to be guaranteed.</p> <p><b>Method of payment (MP)</b> displays the code indicating if it requires payment (value 1 “one”) or needs to be guaranteed (value 0 “zero”).</p> <p><b>Item total - XCD</b> shows the total amount to be paid or guaranteed for the item being declared. All amounts are calculated and shown in national currency.</p>
<b>C</b>	Office of departure	<b>Prohibited</b>	Transit
<b>51</b>	Principal	<b>Prohibited</b>	Name and address of a party liable for goods moving under a customs authorization and, when applicable, a guarantee.
<b>52</b>	Intended offices of transit and country	<b>Prohibited</b>	Name of the customs office which is responsible for transit formalities en route.
<b>53</b>	Guarantee not valid for	<b>Prohibited</b>	Customs office at which a security or guarantee for the movement of goods under a transit procedure is lodged.
<b>D</b>	Control by office of Destination	<b>Prohibited</b>	Name of the customs office at which goods are released from a Customs transit regime.
<b>54</b>	Office of destination country	<b>Optional</b>	To be filled by the representative of the trader indicating the date of the declaration and the name of the representative.
<b>55</b>	Place and Date	<b>System</b>	The system will automatically display the declarant’s code and the username of the person who submitted the declaration and the date in which it was accepted by the Customs.

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