CREATING A NEW MANIFEST

What to do	Procedure

1. Upon reception of a paper manifest , input the data into ASYCUDA

Invoke the manifest using the **ASYCUDA** system by following this path:

ASYCUDA   Cargo Manifest   Manifest   New

The Manifest gives a description of the vessel or aircraft transporting the goods and provides a summary of consignments.
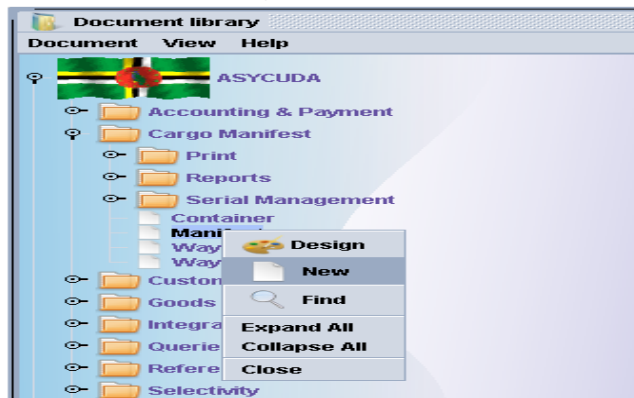
Fig1

This option will display the manifest form with Carrier agent Code. The form will display a red line for all mandatory fields.

2. Input all mandatory data in the necessary fields.

Enter data manually or chose from drop down menu

Use the F3 button to find the LoCode for the Place of Departure and destination

Fig2

Remember that certain fields such as the Office code, voyage number, and date of departure, are the key identifying fields needed for storing and retrieving a manifest.

3. Verify and store document

Verify and store document by clicking on the Icons in the menu bar

Fig3

## ADDING BILL OF LADINGS TO A MANIFEST

| What to do	Procedure
1. Bill of Lading can be captured in two ways	**1**. After storing manifest as indicated in Fig 3 above a box will appear indicating that the manifest has been stored. To add a b/l to Manifest select the forward button as indicated by arrow

Fig4
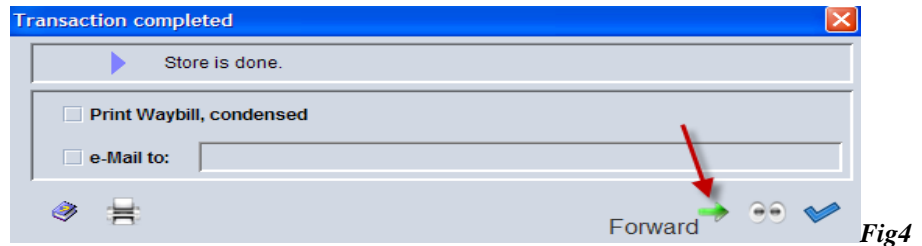
This will take you to another box. To continue, select the second option as indicated by arrow then select yes to open a new b/l

Fig5
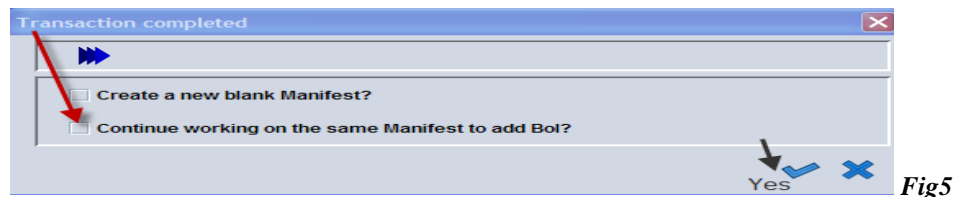
The Bol screen on manifest will appear. click on the Add Bol Icon as shown below

Fig6
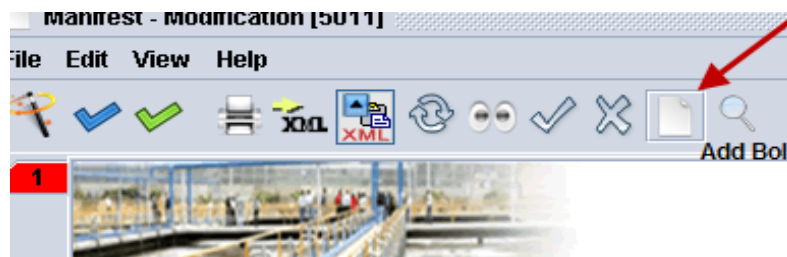
Then select Yes to open new Bill of lading

Fig7

OR
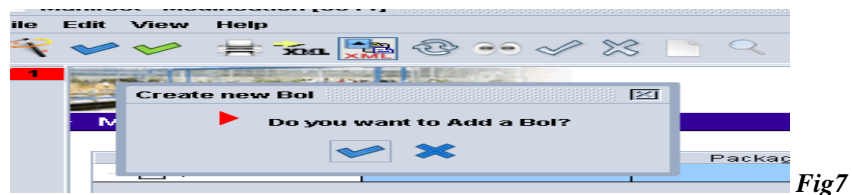
2. Capture Bill of Lading using the following path: **ASYCUDA ➔ Cargo Manifest ➔ Manifest ➔ Waybill ➔ New**
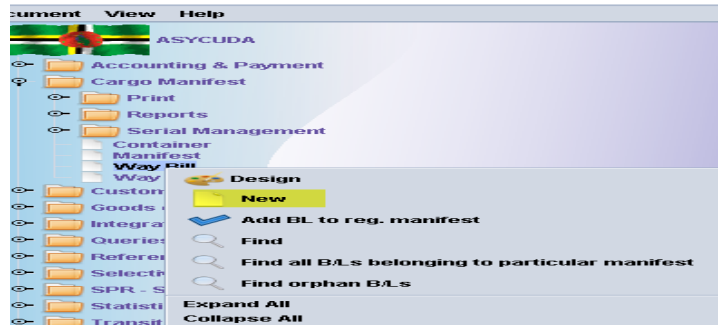

Fig8

Customs office code, voyage number and date of arrival will link BOL to manifest

Note :Option 1 will open B/L with information from the general segment of manifest , however, option 2 will open a blank B/L

2. Input data into bill of lading (waybill).

When all the data is complete, cursor will return to first field of bill of lading.
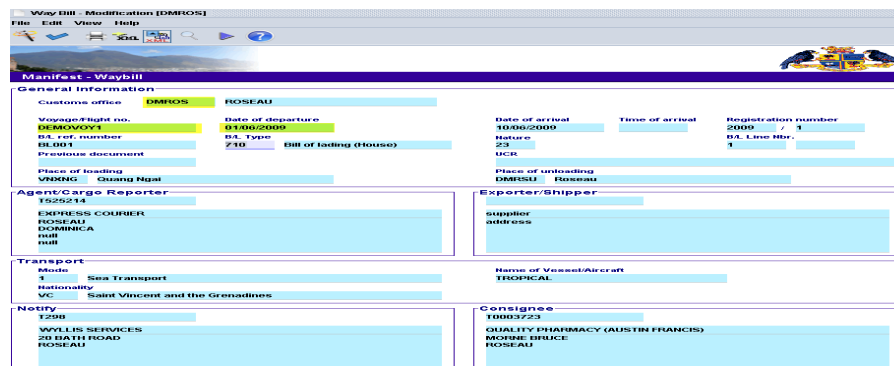
Enter data manually or choose from drop down menu

Fig9

Note: Data keyed into manifest general segment will be displayed in the relevant fields of the bill of Lading

Select **containers** in bottom of screen and fill in all required data as indicated in '*Manifest List of description guide''* then click on *"Add a new container"* icon in menu bar
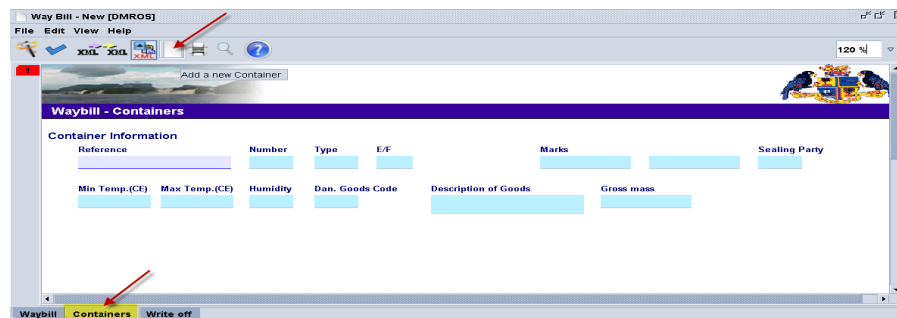
3. Add container information to B/L if there are any in consignment

Fig10

Repeat the same steps to add any additional containers for this consignee

4.Verify document to check for errors	Verify document by clicking icon indicated by arrow in menu bar

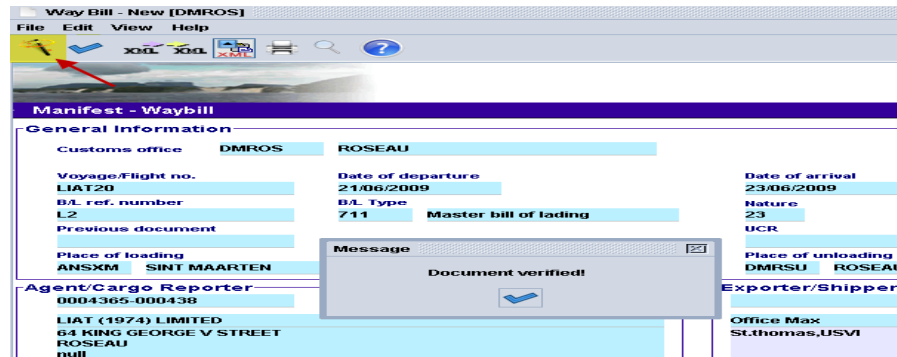*Fig12*

Note: A message will appear indicating that document has been verified.

Click on the **Store** ✔ Icon in menu bar as indicated by arrow

5. Store document to add it to the manifest	
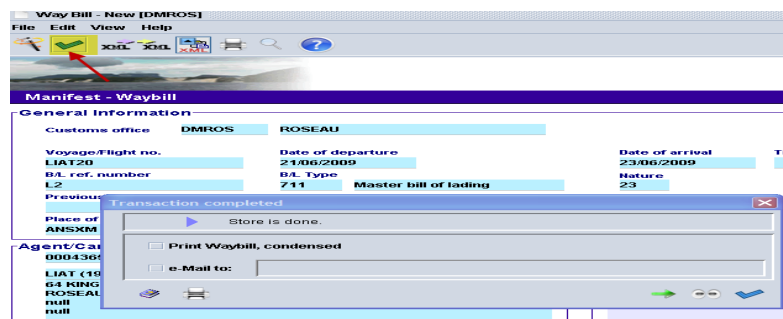
Fig13

Note : bill of ladings will be automatically attached to manifest

REGISTERING A MANIFEST

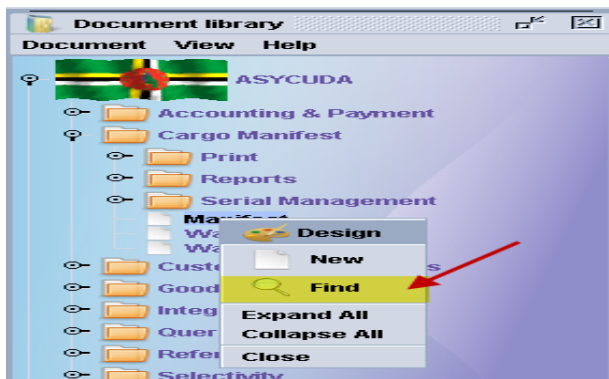| What to do	Procedure
1. Find manifest using the manifest finder.	Find manifest by using the following path; **Cargo Manifest** **Manifest** **Find**

Fig14

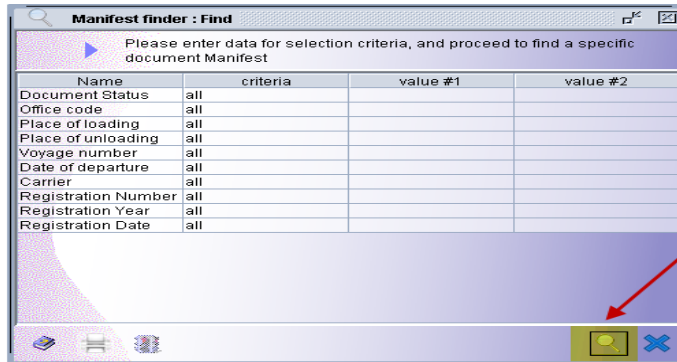To locate a particular manifest use the selection criteria or choose **all** to locate all manifest

Fig15

Note: A specific manifest can be located by using the selection criteria in manifest finder

2. Register manifest

*Manifest can be registered in **two(2)** ways*

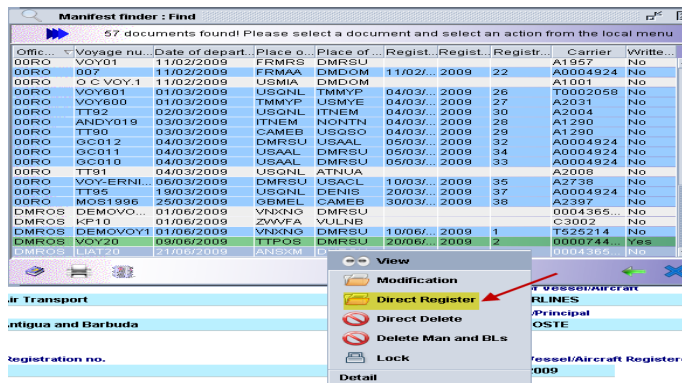1. Right Click on the manifest required and click **Direct Register** in the drop down menu.

Fig16

OR

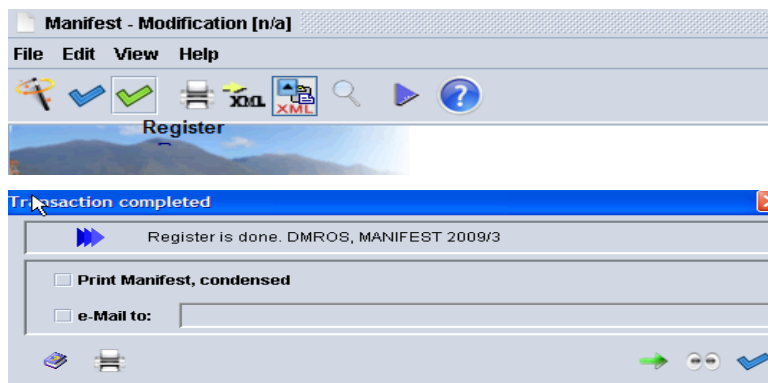2. On opened manifest, click on **Register** icon in menu bar of Manifest.

Fig17

Note: A message will appear on screen indicating that manifest has been registered

AMENDING A MANIFEST

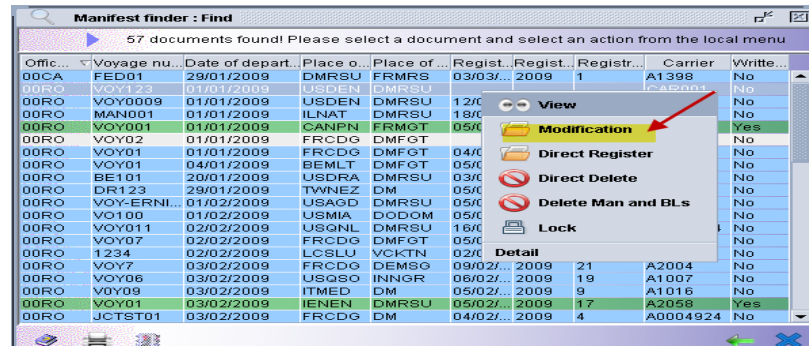| What to do	Procedure
1.Use manifest finder to locate manifest	Right click on desired manifest and click Modification in drop down menu

Fig18

Note: Manifest can only be modified by Customs after being registered, however amendments can be made to its bill of ladings

What to do	Procedure
2. After making amendments, save changes *Amendments can only be made to the Bill of lading section on Manifest*	Click on **Save Changes** icon in Menu Bar

Fig19

Note: Note: Once amended, manifest can be registered by clicking on the (Register Icon) in the menu bar

AMENDING A BILL OF LADING (BOL)

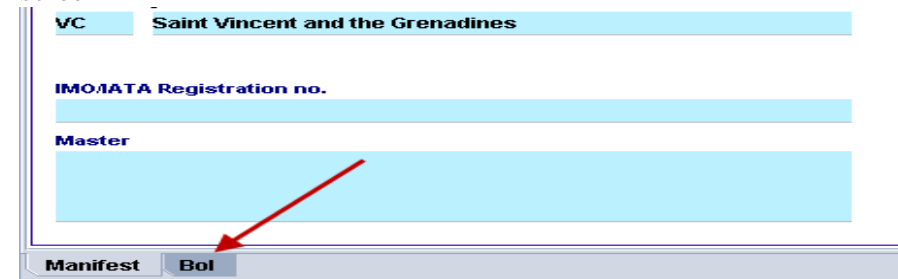| What to do	Procedure
1. To amend the Bill of lading, find desired BOL *Bill of lading can be located in 2 ways*	**1**. On opened Manifest click **BOL** button menu at bottom of screen

Fig20

Note: A list of Bill of ladings attached to manifest will appear on screen

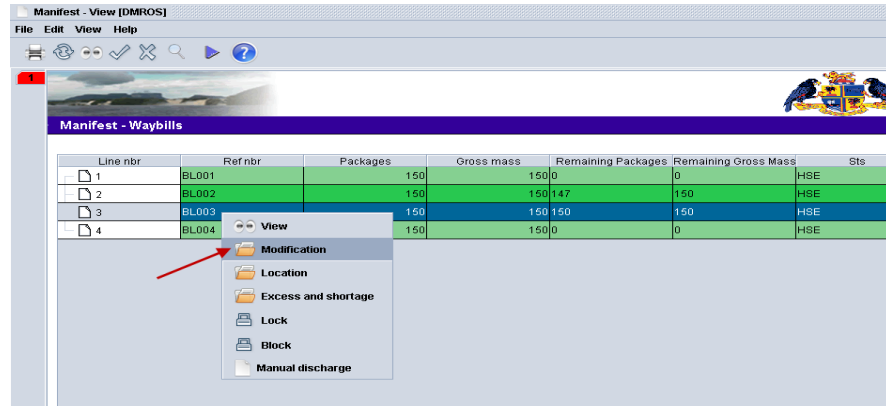| 2. Open desired bill of lading to make changes	Right click on desired BOL in list and choose **Modification** from drop down menu which will open manifest

Fig21

| 3. Use finder to locate desired bill of lading | |

OR

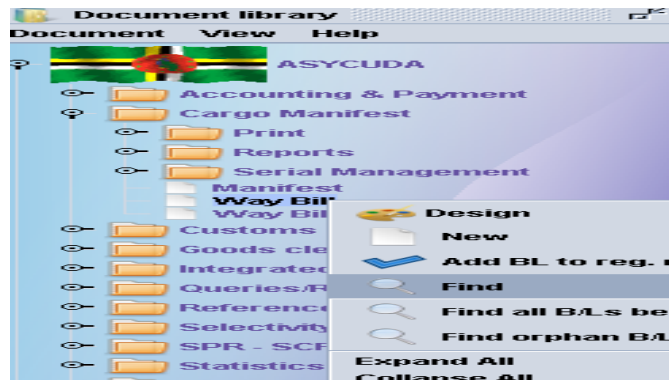**2**. Find BOL using the following path **ASYCUDA   Cargo Manifest   Waybill   Find**

Fig22

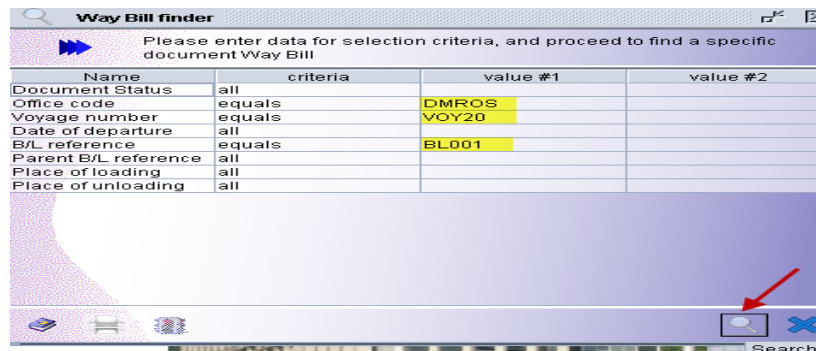| 3. Use criteria options on finder to locate specific B/ L	Fill in data information choose criteria and then click the search button as indicated by arrow

Fig23

11

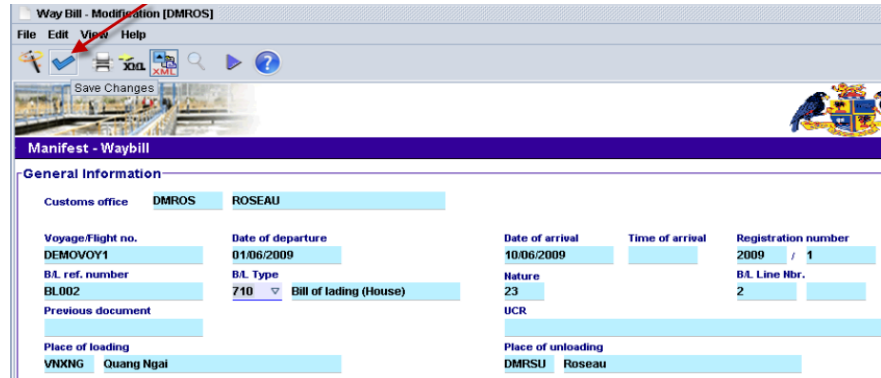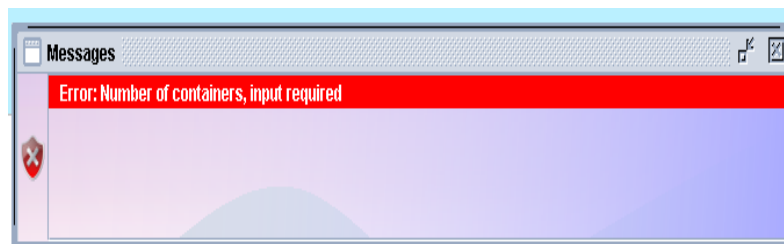| 4. Make amendments and save changes	After making amendments to bill of lading , save changes using the **Save Changes** Icon in menu bar

Fig24

Note: System will indicate any errors which must be corrected before storing   the manifest.

EXCESS & SHORTAGES- CAN BE DONE IN 2 WAYS

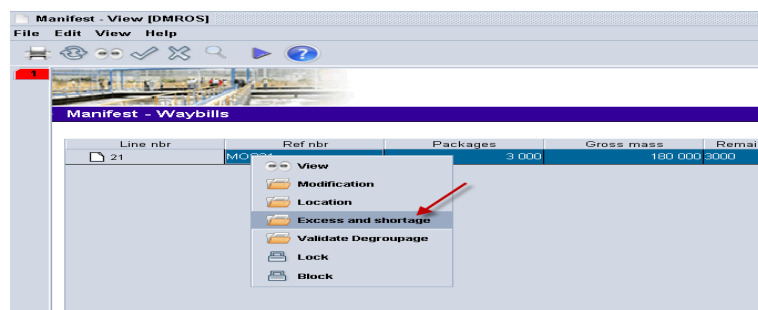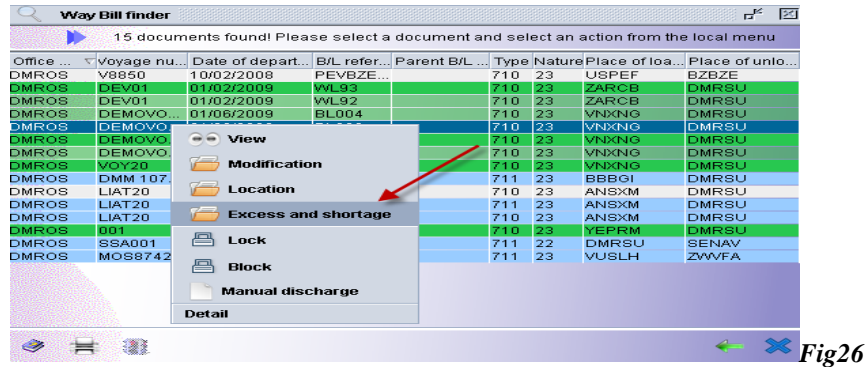| What to do	Procedure
1. Access desired bill of lading from manifest	1.Access list of Bol on Manifest, Right click on desired Bol and select *Excess & Shortage* from drop down menu

Fig25

OR

Use finder to locate bill of lading

2.On finder, right click on desired waybill and select *Excess & Shortage* from drop down menu

Fig26

Note: This will open the bill lading and will only allow you to amend the remaining packages & remaining gross mass option

2. Make necessary amendments

Add to remaining packages and gross mass if amending shortages or deduct from quantities if amending excesses

Fig27
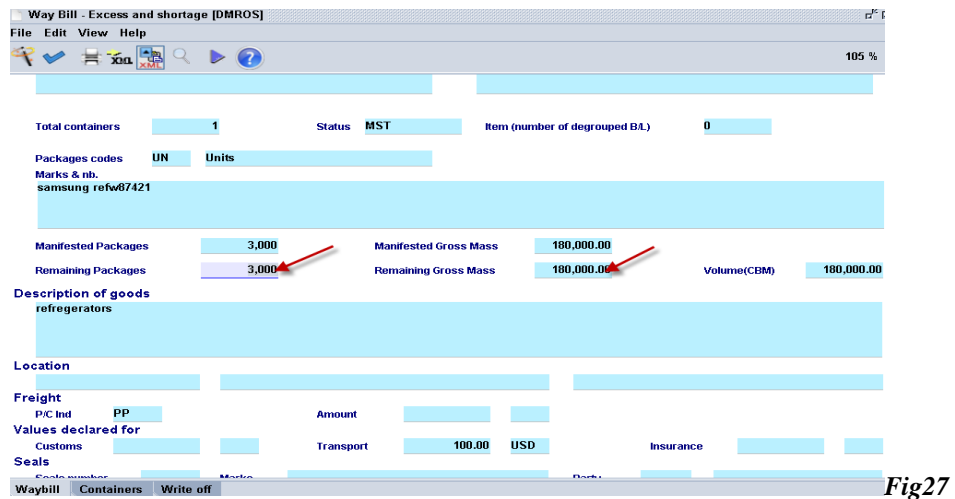
Note: changes can only be made to the remaining packages and gross weight

3. Save Changes

All amendments to a registered manifest must be done within the time frame specified in the Customs & Excise Act

Save changes by selecting the Save Changes Icon in the menus bar

Fig28

Note: Changes must be saved before exiting bill of lading

HOW TO PRINT A MANIFEST & BILL OF LADINGS

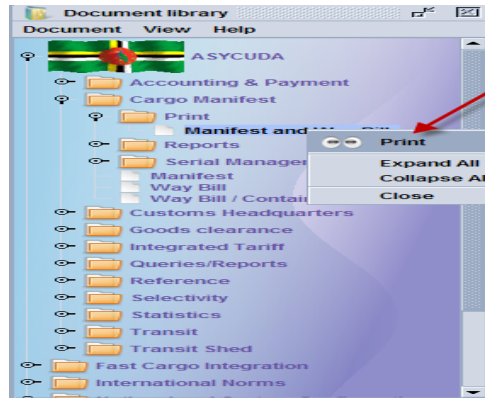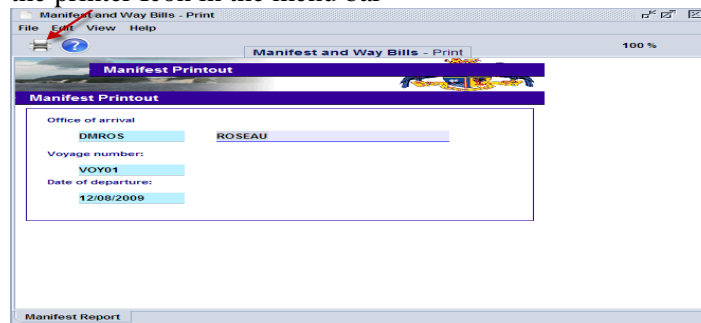| What To Do	Procedure
1. Locate print option in document library	Access the printing option using the following path in the document library; **ASYCUDA Cargo Manifest Print Manifest and Waybills** *Fig29*
2. Fill in required data and print	Filling the Office code, voyage no. & date of departure of the Manifest and select the printer Icon in the menu bar *Fig30* *Note: Manifest will show as pdf file for printing*
3.To print individual bills of lading use finder to locate bills of lading as shown in (Fig. 20 & 21)	Select the Print option in the menu bar as indicted by red arrow *Fig31*
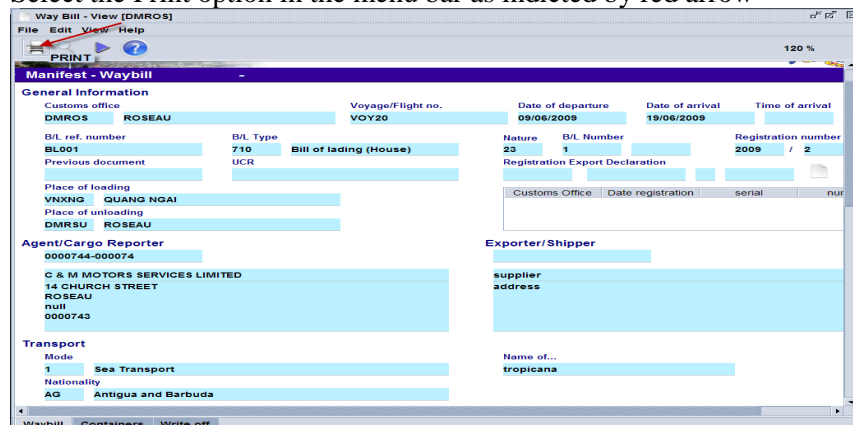
HOW TO "DEGROUP" OR BREAKDOWN A MASTER BILL OF LADING

To allow customs clearance a master bill of lading must first be split or de-grouped to the level of the individual consignee. "De-grouping" can be done in two **(2)** ways.

Option1- For Carrier Agents

On opened manifest select **Bol** button in the Task bar of the of the screen to go to list of Bols
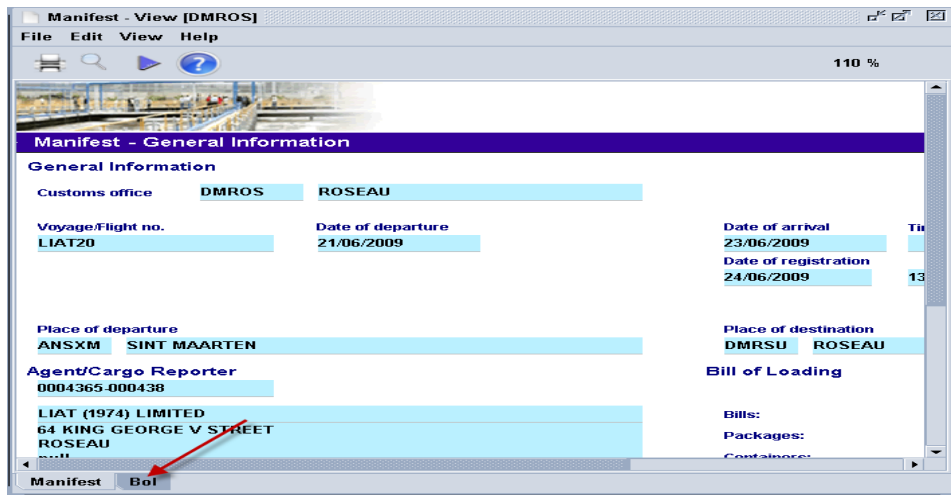

Fig1

Select desired Master bill (MST), then click on the add Bol icon in the menu bar as indicated by arrow
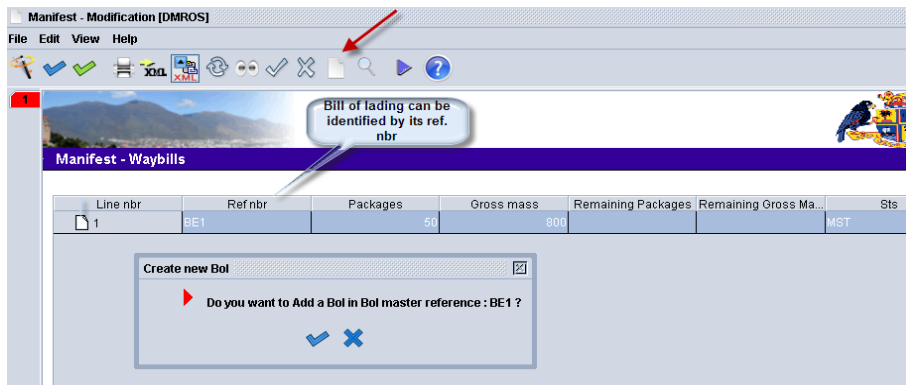

Fig2

A prompt will pop up on screen, select the tick to add new Bol to Master bill

Fill in the B/L reference number and all other *mandatory data* and then Store [✓].

Fig3

Note: Previous document (Master B/L number) is automatically added to new B/L when degrouped from master bill of lading

Option 2- For consolidators

A consolidator will receive a Master B/L from the agent, the consolidator will then use the information from this B/L to create house bills for his individual clients/consignees.

 To create new B/Ls, use the following path in the document library   **Asycuda   Cargo Manifest   Waybill   New (This option will open a blank airway bill as shown below)**

Fill in Previous document (master B/L number), date of departure, Voyage number & office code to link new B/L to master B/L.
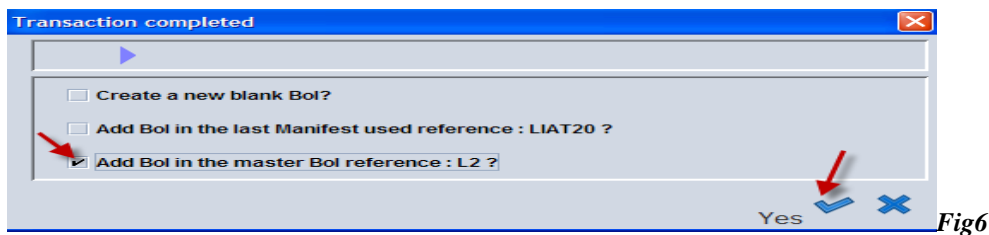

Fig4

Use "Manifest List of descriptions Form" as guide to complete all mandatory data then store as indicated in fig3

A prompt will appear indicating that the document has been stored, to continue degrouping (add another B/L) select the forward icon

Fig5

This will take you to another prompt select the 3rd option to add another b/l to your master b/l

Fig6

After preparing all the house bills (degrouping) for a a particular master B/L the consolidator should inform the Agent/Carrier to validate the "degroupage".

To validate "degroupage" the Agent will use the manifest or waybill finder to locate the particular master B/L. Right click on the desired B/L and select Validate degroupage.

Fig7

Fig8
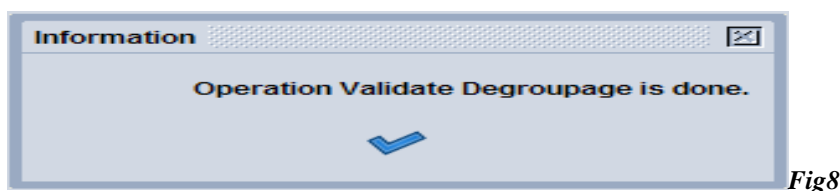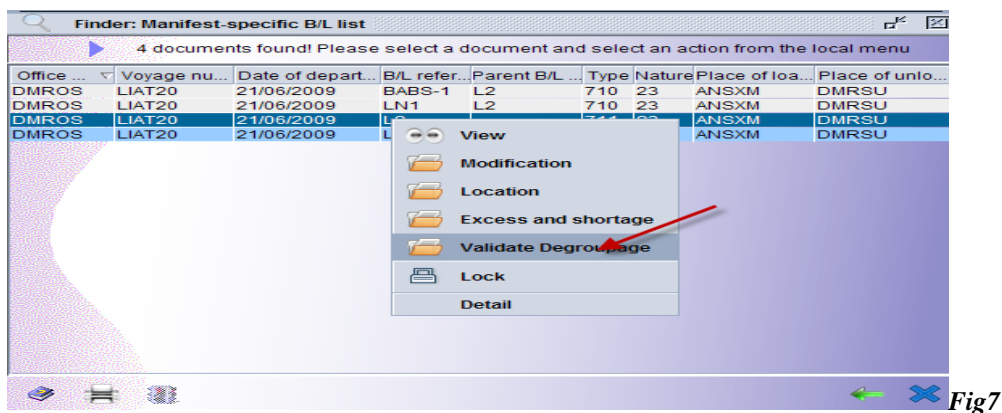
System will indicate that the validation is done

FAST CARGO INTEGRATION (FCI)

This option allows the user to load xml files (previously generated from the carriers system   into ASYCUDA.

On document library use the following path to open (FCI) document; **ASYCUDA   Fast Cargo Integration   Manifest/Waybill Integration:**
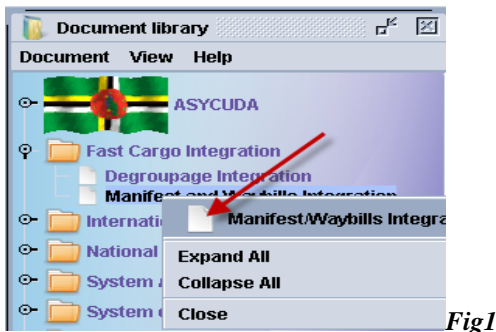

Fig1

Note: "Manifest/waybill integration" option in library is for use by the carrier agents and "Degroupage
*   Integration" is for use by consolidator*

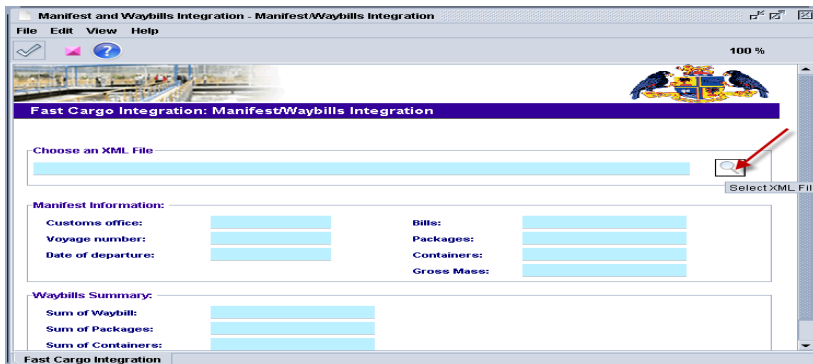**Click on the Select XML file to find desired manifest**

Fig2

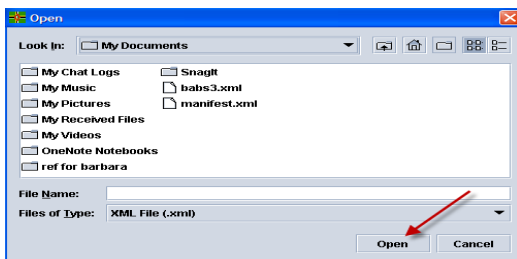**Select xml file and click open to generate manifest**

Fig 3

Click on the check icon in the menu bar to check xml file and then ok in the check done box as shown in Fig4
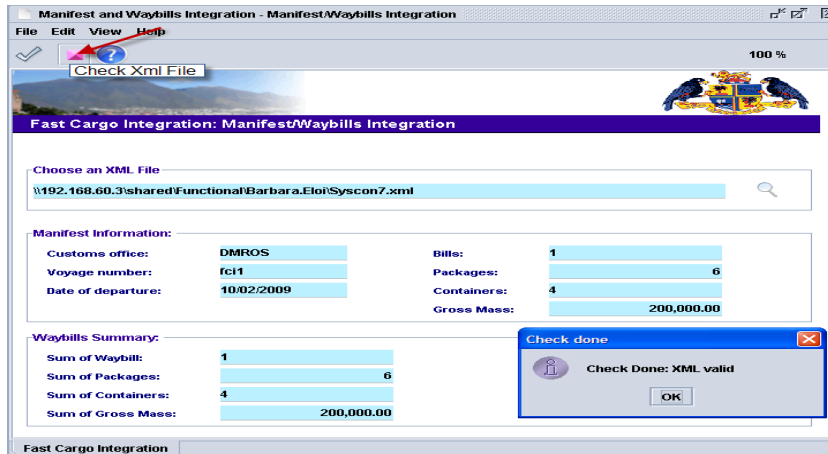

Fig 4

Note: Manifest information and waybill summary is automatically imported into document if all data is correct

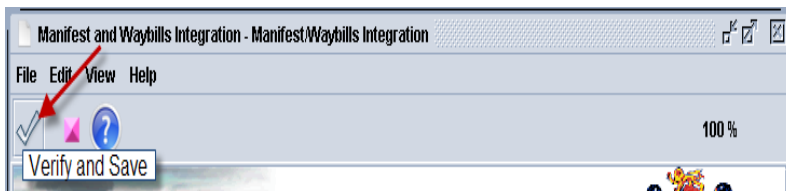**Click on the Verify and Save Icon as indicated below to complete the process**
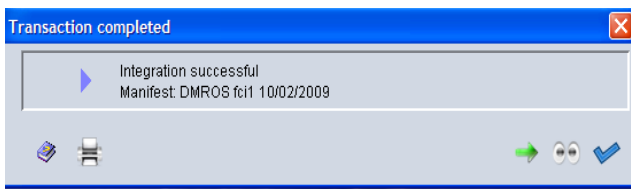

Fig5

Fig6

A prompt will appear on screen indicating a successful transaction

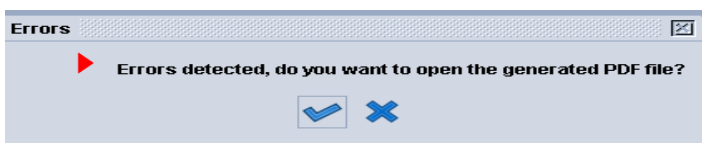**If there is an error in the integration the system will indicate as shown below**

Fig6

A PDF file will open to show error type which may be technical (System error) or Functional (incorrect data input)
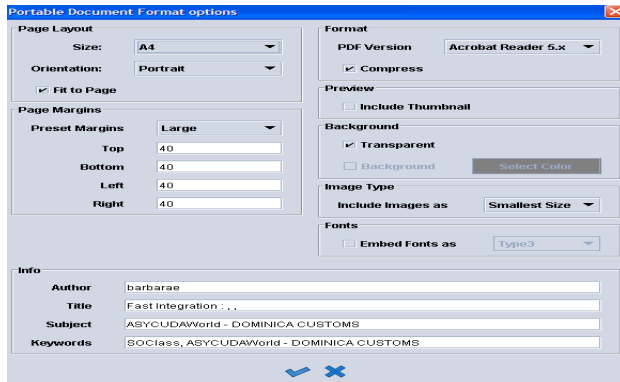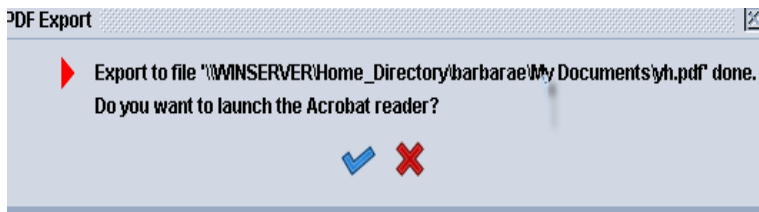

Fig7

Click on▱ tick to open file

Fig8

Click on tick▱ to read error message

Note: Technical errors should be referred to the System administrator and Functional errors should be corrected by the user.

To retrieve a generated manifest, use the Manifest and input the office code, voyage and date of departure as the search key.
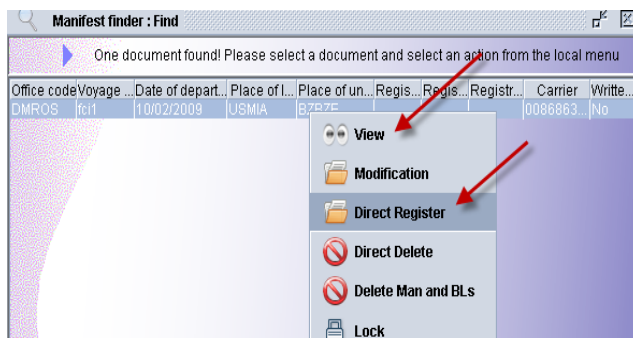

Fig9

Right click and Select the view option to see generated manifest or direct register to register manifest