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# How to read this document



This symbol indicates advice and recommendations. Information on best practices and recommended procedures related to the current topic is contained here.



**Keyword**

Definition



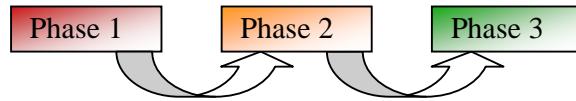
This symbol indicates a warning. Information on common pitfalls or dangers associated with the current topic is contained here.



This symbol indicates an example to further illustrate the current topic.

*Source 1 -  
This is an example  
of source code*

Source code.



*Figure1 - This is an example of figure*

ASYCUDA World is the latest result of a process that began when UNCTAD identified the first signs of the commercial potential of the World Wide Web. Founded in the early 1980's to automate the operations of Customs Administrations, the UNCTAD ASYCUDA system has become the leading media of Customs computerisation worldwide. ASYCUDA is today the core component of comprehensive Integrated Customs Information Systems in more than 90 countries.

The main objective of the program is to support countries to achieve a global aim – Facilitation of Trade, by strengthening the Customs Administrations' operational capacity to carry out their fiscal and control missions, through the implementation of modern and reliable systems.

This user reference guide was developed to help users of ASYCUDA World to familiarise themselves with the system's manifest handling functions. The ASYCUDA Cargo Control (also called the Manifest Module) supports all types of transport documents (bills of lading, airway bills, rail consignment noted, road transport documents) or transit documents. The system comprises the following functions: data-entry, checking, registration, amendment (including excesses and shortages) and discharge of the Manifest. A full set of reports exists for follow-up purposes.

The integrated functionality of ASYCUDA ensures the link and cross-check between cargo control and declaration processing databases. These features are essential for the efficiency of a customs computerised system.

## 1. Introduction

This chapter describes how ASYCUDA World handles cargo manifest as well as its associated bills of lading (BOL's). The ASYCUDA World manifest processing function is designed to cover all modes of transport; air (waybills), sea (manifests) and rail and road transport documents.

In modern practices, customs do not key in the manifest but rather receive manifests (as EDIFACT CUSCAR messages, XML format) from shipping agencies, port authorities, etc. and integrate them in the customs working database. Nonetheless, ASYCUDA World still provides the possibility to key in a manifest with its associated BOL's.

## 2. Manifest Feature in ASYCUDA World

- Manifest capture
- Bill of lading capture
- Bill of lading “degroupage”
- Manifest registration
- Amendments
- Excess and shortages
- Write off, including automatic and manual write off
- Fast Cargo Integration Manifest capture
- Manifest generation from a T1 document

### 2.1. Definitions

The main purpose of the **manifest** is to provide necessary information about cargo for transport, commercial and regulatory reasons. It is traditionally used by Customs as a control tool to ensure that all manifested cargo is accounted for, usually by means of individual Customs declarations. It also gives Customs some advance information on imported cargo in order to plan examination priorities, risk assessment, staff attendance, etc.

The manifest document usually consists of two segments; the manifest general segment and one or more BOL's.

These can be either **House** bills or **Master** bills.

A **house bill** represents one specific consignment. The goods related to it can be cleared directly by a Customs declaration (s).

A **master bill** refers to the ‘groupage’ or consolidation, for transport or other commercial reasons, of a number of house bills and it must be split before Customs clearance, so that a Customs’ declaration(s) relates to that bill.

A **first level bill of lading** is directly related to the manifest and it can be a **house bill** or a **master bill**.

A **second level bill of lading** is a **house bill** created by the ‘degroupage’ of a **master bill** and is linked directly to that **master bill**.

## 2.2. Data Capture

### 2.2.1. Capturing a manifest

Upon the reception of a paper manifest document, the manifest form is invoked and the user starts to capture the manifest information in the appropriate boxes. Here below is a neat description of the manifest fields as well as the BOL fields. The manifest form is invoked as shown in figure 3, it looks like figure 4.



Figure 3: Creating a new manifest

**Figure 4: Manifest general segment**

It contains the following fields:

Fields	Description
<b>Customs Office</b>	Customs office code number
<b>Voyage number</b>	Ship name, aircraft flight number, vehicle registration number to obtain a unique reference
<b>Date of departure</b>	Vessel date of departure from last port
<b>Date of arrival</b>	Vessel date of arrival to destination
<b>Time of arrival</b>	Vessel time of arrival to destination
<b>Place of departure</b>	Vessel last port of departure
<b>Destination</b>	Port where goods will be Customs cleared
<b>Carrier</b>	Details of the carrier of the goods as required

## Transport

<b>Mode</b>	Code of mode of transport
<b>Nationality</b>	Country code of the means of transport
<b>Identity</b>	Name of the transporter; ship, registration of aircraft or similar
<b>Place</b>	Port of registry of a ship or place where the carrier's head office is located
<b>Registration</b>	Details of the transport, vehicle or aircraft registration, registration for a ship and any additional details required in field 2 or leave field 2 blank
<b>Master</b>	Details of the captain or pilot
<b>Totals</b>	Summary of the cargo - details of the total number of bills on the manifest, number of packages, number of shipping containers and gross mass in kilos
<b>Tonnage (gross and net)</b>	Tonnage of a ship - not normally needed for Customs purposes
<b>Last discharge</b>	Date of the last discharge of the ship

This completes the general segment details for the manifest.

Remember that certain fields are essential. For example, the office code, voyage number and date of departure are the key identifying fields for storing and retrieving the manifest in ASYCUDA World. Similarly, the totals are used to check and validate the bill of lading details.

Many of the other fields are configurable.

### 2.2.2. Capturing a BOL

Note that in this context the term bill of lading is intended to be generic; it covers a broad range of transport documents. Some of the data keyed into the manifest general segment will already be displayed in the relevant fields of the bill of lading.

### 3. Invoking the BOL form

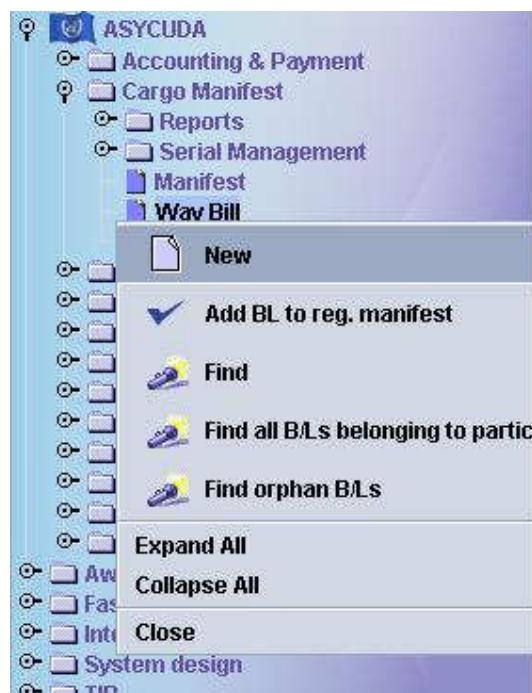


Figure 5: Main menu, creating a new way bill

Figure 6: Waybill form

### 3.1. BOL fields

Fields	Description
<b>Manifest</b>	Sequential number for the bill being entered
<b>Bill of lading type</b>	Alphanumeric code for the type of transport document Degroupage of a bill is only possible for certain codes types
	This is also referred to as ' <b>The transport document number</b> '
<b>Bill of lading ref number</b>	It is the reference assigned by the carrier or his agent to the transport document
<b>Nature</b>	Code for nature of transaction; export, import, etc.
<b>Place of loading/ transport</b>	Default details are automatically inserted from the manifest general

segment

If the goods were loaded at a place other than this, enter the correct code

### Exporter/shipper

Name of exporter or shipper, address and country

Code from the list

### Consignee

Name and address details are displayed automatically

If the code is not mandatory and the consignee does not have a code, move to the next field and enter the consignee name and address

### Notify

Dealt with in the same way as **consignee** - the field could require a name, address or contact number of a person other than the consignee

### Total number of containers

If a number of containers were entered in the manifest general segment totals field, this field will be active

Enter the total number of containers if the goods on this bill are containerised

### Packages - shipping marks & nos.

Pull down the menu for package code list. Identifying shipping marks and numbers in the other fields

Number of packages, gross mass and volume in cubic metres (CBM), if relevant

Accuracy is important as these figures are cross-checked against the **totals** in the manifest general segment

### Quantity – manifested

Note that quantity remaining is controlled by the system and this field cannot be directly accessed

When capturing bill of lading details these fields are filled with the same numbers as the manifested quantities

### Description

Brief description from the transport document (e.g. machinery)

Pull down the menu for transit shed code list

### Location

In many cases the precise location of the goods is not known at the time the Manifest is prepared; in this case the field can be left empty, (if the field is configured as optional), or an interim code can be used, such as Unallocated

Bill of Lading, Location allows update of location details after discharge of cargo

<b>Freight</b>	<b>P/C Ind, Amount:</b> this is an indicator whether the freight was prepaid and the amount <b>Value declared for Customs</b> , if known <b>Value declared for Transport and Insurance</b> , if known
<b>Seals</b>	In <b>Number</b> field, insert how many seals are affixed In <b>Marks</b> - insert the identification number(s) of any seal(s) <b>Party</b> : code for the authority or organization that affixed the seals
<b>Information</b>	Additional remarks as required

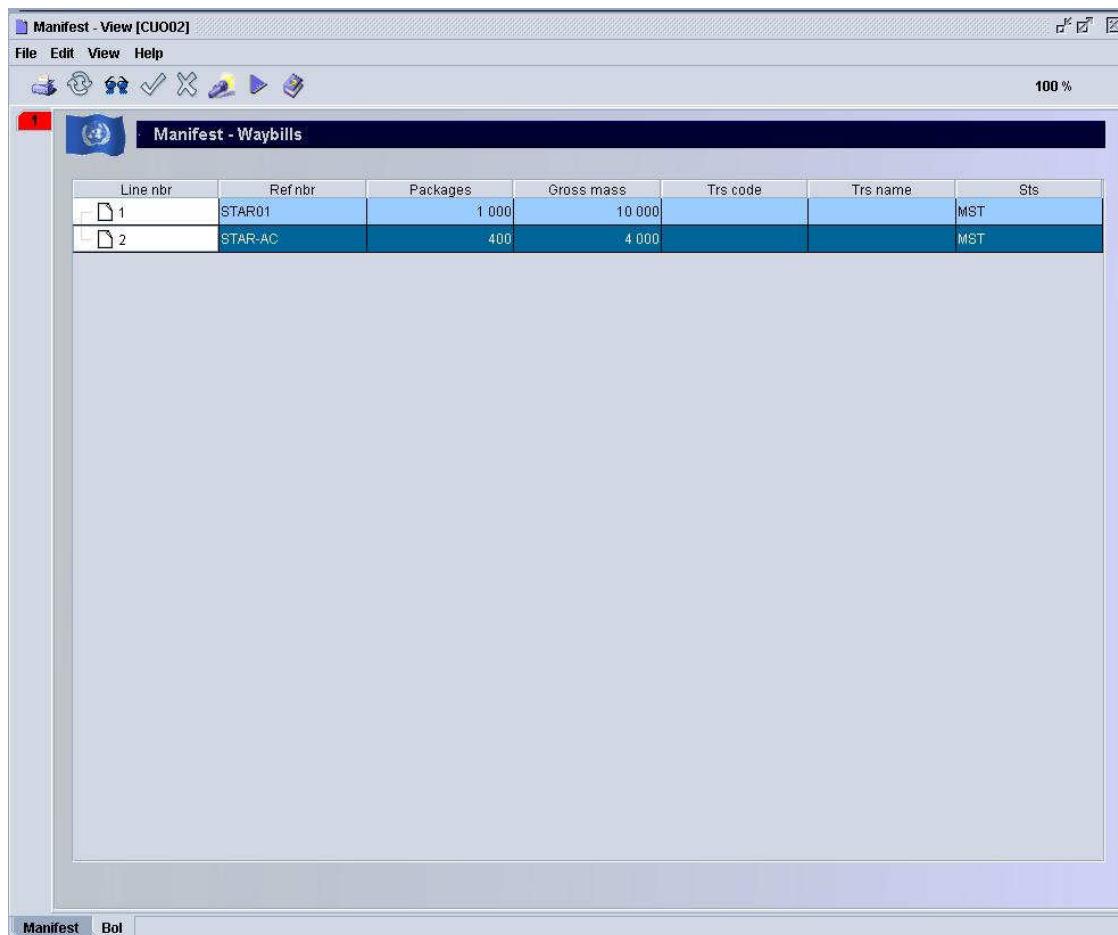
Entering the data for one bill of lading is now complete. The cursor will return to the first field in the bill of lading screen. Close the bill of lading window to save the bill and return to the manifest.

### ***3.2. Inserting additional BOL's***

To add more bills, go to **Main ASYCUDA menu, Cargo Manifest, Way bill, New** and repeat the previous steps.

### ***3.3. Moving between BOL's screens***

Switch from Manifest – General Information, BOL button to Manifest – Way bill screen (Figure 7).



The screenshot shows a computer application window titled 'Manifest - View [CU002]'. The window has a menu bar with 'File', 'Edit', 'View', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Manifest - Waybills' and contains a table with the following data:

Line nbr	Ref nbr	Packages	Gross mass	Trs code	Trs name	Sts
1	STAR01	1 000	10 000			MST
2	STAR-AC	400	4 000			MST

At the bottom of the window, there are tabs for 'Manifest' and 'Bol'.

**Figure 7: Manifest way bills**

Lists of bills of lading and the manifest general segment are on one form with the manifest at the top, followed by the list of bills. Activate the scroll bars to move up or down the screen.

## 4. Fast Cargo Integration

This facility saves ASYCUDA World users' time and effort spent in keying in the manifest for no good reason. In modern practices, customs administrations receive e-manifest in XML format from the shipping agent or any other authorised partner a while before the vessel's arrival (usually upon the departure of the vessel from the country of export). Converting the XML e-manifest to the operational database is done by the following steps:

## 4.1. Main menu, FCI, Generation



Figure 8: Generate a manifest from an XML file

1. Choosing the appropriate XML file that contains the desired manifest, filling in the form

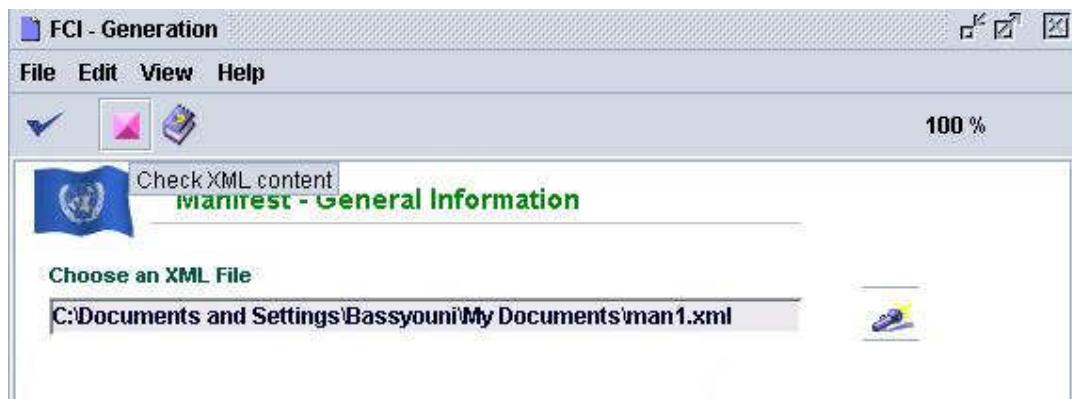
A screenshot of the 'Manifest - General Information' form. The form includes fields for 'Customs office', 'Voyage number', and 'Date of departure', each with a text input field. A green box highlights these three fields. Below this, there is a section for 'Total number of:' with fields for 'Bills', 'Packages', 'Containers', and 'Gross Mass', each with a text input field. A green box highlights these four fields. At the bottom of the form is a 'Cargo Integration' button.

Figure 9: Manifest generation form



**Figure 10: Choosing an XML file to generate a manifest**

2. Checking the manifest XML file and writing it to the database



**Figure 11: Checking the XML file content**

Click on validate icon to store the XML content.