



Field's Guide

BOX	DESCRIPTION	ACTION	USE
General Segment			
	Office Code	Mandatory	The Customs Office where declaration will be processed
	Manifest	Mandatory	The registration number or reference of the manifest. It is made up of the Year and Sequence number (i.e. 2012 341). The reference, is made up of the Voyage number and Date of departure (dd/mm/yyyy) of the vessel or aircraft (i.e.AA922 03/01/2012).
	Customs Reference Number	System	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	System	The date of Registration of a declaration
1	Declaration Model	Mandatory	The declaration mode/regime selected by the user. It should be IM for imports or EX for Exports.
2	Exporter	Mandatory	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 EXP ORT, his information should be stored in the relevant reference table and could be filled in automatically either popped
3	Forms	System	Shows the page number viewed along with the total number of pages currently in view
4	Load List	Optional	The number of loading lists, manifests or similar documents. (known also as bill of lading)
5	Items	System	Displays the total number of items (lines) declared in the declaration
6	Nbr. Packages	Mandatory	The total number of packages (piece count) for the whole declaration.
7	Reference Number	Mandatory	The number given by the trader to identify the declaration. The trader can use it to retrieve/modify his declarations.
8	Consignee	Mandatory	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

9	Financial	Optional	Name and address of the party responsible for either the transfer or repatriation of the funds relating to a transaction
10	Country of Last Consignment	Mandatory	Country from which goods have been or will be consigned prior to final importation.
11	Trading country	Mandatory	The nation from or to which the goods are being traded. It may not be the country of origin./ Country of purchase
12	Value Details	Optional	Reserved for Future Use
13	CAP	Optional	Common Agricultural Policy. Reserved for future use
14	Declarant	Mandatory	Customs clearing agent; could be the trader, if he is authorized to clear his consignments by himself, or a
15	Country of Export	Mandatory	The nation from which the goods are first exported or consigned.
16	Country of Origin	Mandatory	The nation where the goods were manufactured or grown.
17	Country of Destination	Mandatory	The country of which the goods are intended. It would always be Saint Kitts in the case of imports.
18	Identity and Nationality of Active means of Transport at arrival	Mandatory	Name of ship or aircraft and it's place of registry.
19	Container	Mandatory If goods are in a Container	Select if goods are located in a container
20	Delivery terms	Mandatory	The terms of delivery specified in the sale contract between the buyer and the seller of the declared goods. Ex.
21	Identity and Nationality of Active means of Transport at border	Mandatory	Free form description of a type of means of transport
22	Currency / Amount Invoiced	Mandatory	The currency code in which the goods are invoiced/total invoice price of goods declared
23	Exchange rate	System	The rate at which one specified currency is expressed in another specified currency.
24	Nature of Transaction	Optional	An indication of the contract under which the goods are supplied.
25	Mode of transport at Border	Mandatory	The code corresponding to the active means of transport at the border

26	Inland Mode of Transport	Optional	The code corresponding to the means of transport which will undertake
	Transport		The internal movement of the goods.
27	Place of Discharge	Mandatory	The Port or Location in the country where the goods were initially imported and off loaded from the ship or
28	Financial and banking data Terms of Payment	Mandatory	The financial agreement between the buyer and seller of the goods
29	Office of Entry	Mandatory	The port of entry at which the goods entered Saint Kitts & Nevis. May be different than office of clearance.
30	Location of goods	Mandatory	Name of the place where a specific goods item is located and eventual location in which physical inspection might take place.
ITEM SEGMENT			
31	Packages & Description of goods	Mandatory	The hand- written or typed identifiers placed on the packages by the export/supplier
	Container numbers	Mandatory	If box 19 is selected enter container number.
	Tariff Description	Mandatory	According to the commodity code selected for the item, the system will display the tariff description
	Commercial Description	Mandatory	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
32	Item No	System	Identifies the item number currently being completed. It is automatically completed by the computer. The maximum amount of items permitted per declaration is 300
33	Commodity Code Product Identifier	Mandatory	The tariff code which classifies the goods being declared according to the Common External Tariff. Identifier code of the item (for warehousing purposes)
34	Cty. Orig. Code	Mandatory	The code for the nation where the item was manufactured, produced or grown.
35	Gross Mass kg	Mandatory	The total weight in kilos of the goods including packages.

36	Preference Code	Optional	Identification of a preferential treatment for the goods under a bilateral or preferential treatment signed by the Government.
37	Procedure	Mandatory	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.
38	Net Mass Kg	Mandatory	The net weight (gross mass minus packaging) in kilos of the goods being declared
39	Tax Relief	Optional	Mandatory for duty free concessions, indicates which taxes are relieved
40	Summary document Previous	Mandatory	The bill of lading or airway bill number required to identify the consignment of the goods
41	Supplementary Units	Mandatory	Quantity of the goods in the unit as required by Customs for tariff, statistical or fiscal purposes
42	Item price	Mandatory	Amount due for each chargeable item of goods or services
43	V.M Code	System	The Valuation Method used to calculate the value for Customs duties/taxes
44	License No		Reserved for future use
	D. VAL	System	The system displays the accounts relative to the item of any additional charges or deductions input from the valuation note
	D. Qty	Mandatory	Quantity deducted from license for goods which require license
	A .D	System	The codes for documents that must be attached to the declaration due to the type of goods ,values, CPC, tax treatment or other
	Previous Declaration	System	If the goods were previously under a suspense regime, details of the declaration customs reference number will be shown here
	Additional Warehouse Code	Optional	Mandatory when transferring goods from one bond to the another
45	Adjustment	Prohibited	For internal Customs use only
46	Statistical value	System	Value for statistical purposes

47	Calculation of Taxes	System	A mathematical formula is adopted to calculate the various duties / taxes /fees due on each item of the consignment. This encompasses duties or taxes applicable to commodities. The formula is applied on the tax base relevant to each tax type.
48	Deferred/Pre-Payment Account	Optional	Reference number identifying a payment of a duty or tax e.g. under a transit procedure.
49	Identification of Warehouse	Mandatory for bond	Warehouse number where goods are bonded
	Delay time	Mandatory	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.
B	Accounting Details	System	Shows the mode of payment, the assessment number and receipt number (when paid) of the declaration, as well as the
			The system displays a matrix where various columns provide details of the tax calculations performed by the system based on the
C	Office of departure	Prohibited	Transit
50	Principal	Prohibited	Name and address of a party liable for goods moving under a customs authorization and, when applicable, a guarantee.
51	Intended offices of transit and country	Prohibited	Name of the customs office which is responsible for transit formalities en route.
52	Guarantee not valid for	Prohibited	Customs office at which a security or guarantee for the movement of goods under a transit procedure is lodged.
D	Control by office of Destination	Prohibited	Name of the customs office at which goods are released from a Customs transit regime.
53	Office of destination country	Optional	To be filled by the representative of the trader indicating the date of the declaration and the name of the representative.
54	Place and Date	System	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.