ST. KITTS AND NEVIS
CUSTOMS AND EXCISE DEPARTMENT

DECLARATION MANUAL

Processing the SAD

ASYCUDA Project Team

Approved Version

2014

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Introduction

The declaration processing capability is the core component of any Customs Software. It reflects both the system behavior and the Customs practice in force. When it is plugged into its surrounding environment, which includes the Customs Tariff, reference tables, taxation rules and the other Customs legal basis, a complete customs automated system is created.

The SAD (Single Administrative Document), is used to control the import and export of goods in the Federation of Saint Kitts and Nevis. The SAD includes data used to calculate and eventual collection of taxes and duties as well as the main source of national trade statistics.

Asycuda World provides a robust, comprehensive declaration processing capability, which is based on using the SAD as a standard form. The SAD (developed by the EU and called for as an 'International Standard' by the WCO), as utilized by AW Declaration Processing Capability (DPC), covers all Customs procedures and regimes.

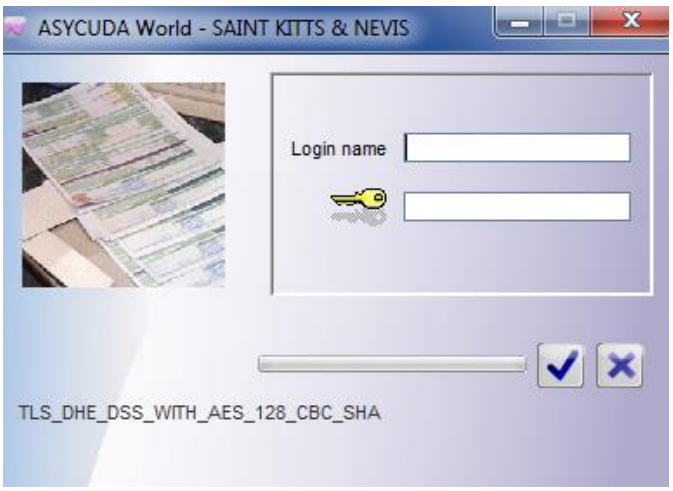
In this system, the input and assessment of declarations is done by the importer/broker, thus eliminating unnecessary paperwork, and time spent at the department. The Customs on the other hand do the control portion of the customs declaration process.

This manual is presented in a user friendly manner with written instructions and graphic illustrations to ensure that persons who interact with the system are both knowledgeable and comfortable. It is intended to complement the hands-on training being provided by the ASYCUDA Project team and will serve as a permanent record for future reference.

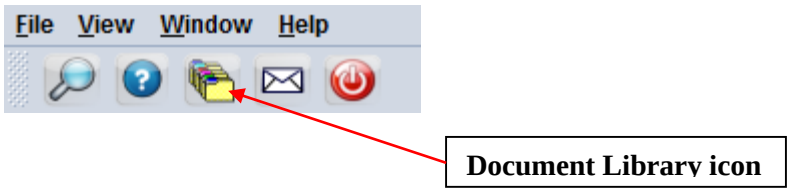
Access to ASYCUDA World is to be granted through an application process. A user or director of an entity applies to the Comptroller of Customs using a prescribed form called "ASYCUDA WORLD USER REGISTRATION FORM". The form makes provisions for a principal user (The applicant) and persons who can act on behalf of the applicant. Each commercial type applicant account will be linked to a national tax payer Identification Number (VAT or TIN). Thus, each user included on an application will also be linked to the principal tax payer ID. Comptroller of Customs for St. Christopher and Nevis, will issue each applicant and its designated user(s), a login name and initial password to enable access to ASYCUDA World. Once a user has logged in successfully, the system will force a change of password based on a predetermined level of complexity that enhances the strength of the password. Once the password is successfully changed, the user may subsequently change the password at his or her discretion. However, the system will force a change of password every six months or whenever a user request a password change due to a forgotten password.

STEP 1: To access customs ASYCUDA World system

Enter the username and password provide by Customs.
Click the check mark or press enter to validate input of user name and password.



After you have successfully logged into ASYCUDAWORLD click the "Document Library icon in the upper left hand corner.



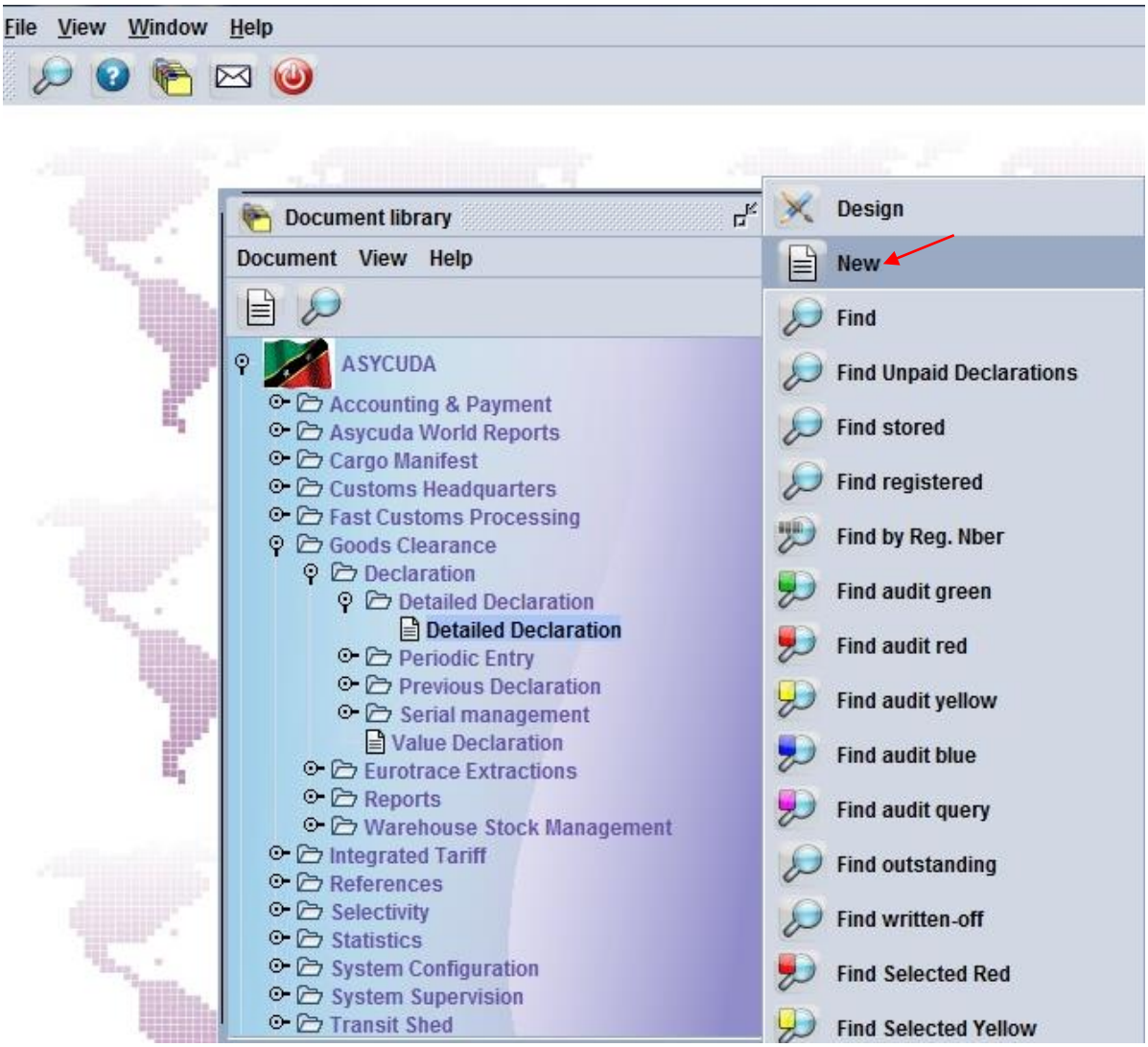
This will open the document library frame located to the right hand corner of the screen.

Note: The user can also access the document library menu by selecting "file" and then "document library" and the menu option needed.

Before keying declaration details, please ensure that you have all the required documents needed, such as the ASYCUDA bill of lading, invoices, and freight document and any other permits or licenses which must be submitted with the declaration. Ensure that you have scanned all copies of these documents and placed them in a folder on your computer for upload.

STEP 2: New SAD declaration

Invoke the "Goods Clearance" by navigating the Document Library using this path: **ASYCUDA ➡ Goods Clearance ➡ Declaration ➡ Detail Declaration ➡ Right click Detailed Declaration ➡ New**



STEP 3: The Detailed Declaration

Right clicking on the detail declaration will open a sub menu that contains two major operations that may be carried out:

- "New" - Preparing a completely new declaration.
- "Find" - Finding a previously prepared declaration

There are a number of other find options which filter the find search for a declaration according to its colour or status.

SAD (Single Administrative Document) form and its subsequent forms

The SAD form/Detailed Declaration is composed of ONE (1) main form and Eight (8) subsequent forms, namely:

1. SAD (Main form) and SAD item page (For multi item declaration).
2. Valuation Note form.
3. Assessment Notice form.
4. Information Page
5. Other Attached Documents Page form
6. Other Scan Document
7. Scanned Invoice(s)
8. Items administration selectivity

NB: Use the TABS at the bottom of the main form to navigate between forms

SAD (Main form)

SAD main form consists basically of two segments; the general segment and the item segment. The general segment covers general information about the whole consignment such as exporter, consignee, declaration type, etc…, while the item segment contains all necessary information needed to clear the consignment such as commodity code, value, country of origin, etc.

STEP 4: Completing Declaration General Segment

After selecting the declaration model, the system will display the Single Administrative Document – (SAD); complete all the fields; begin with the general segment.

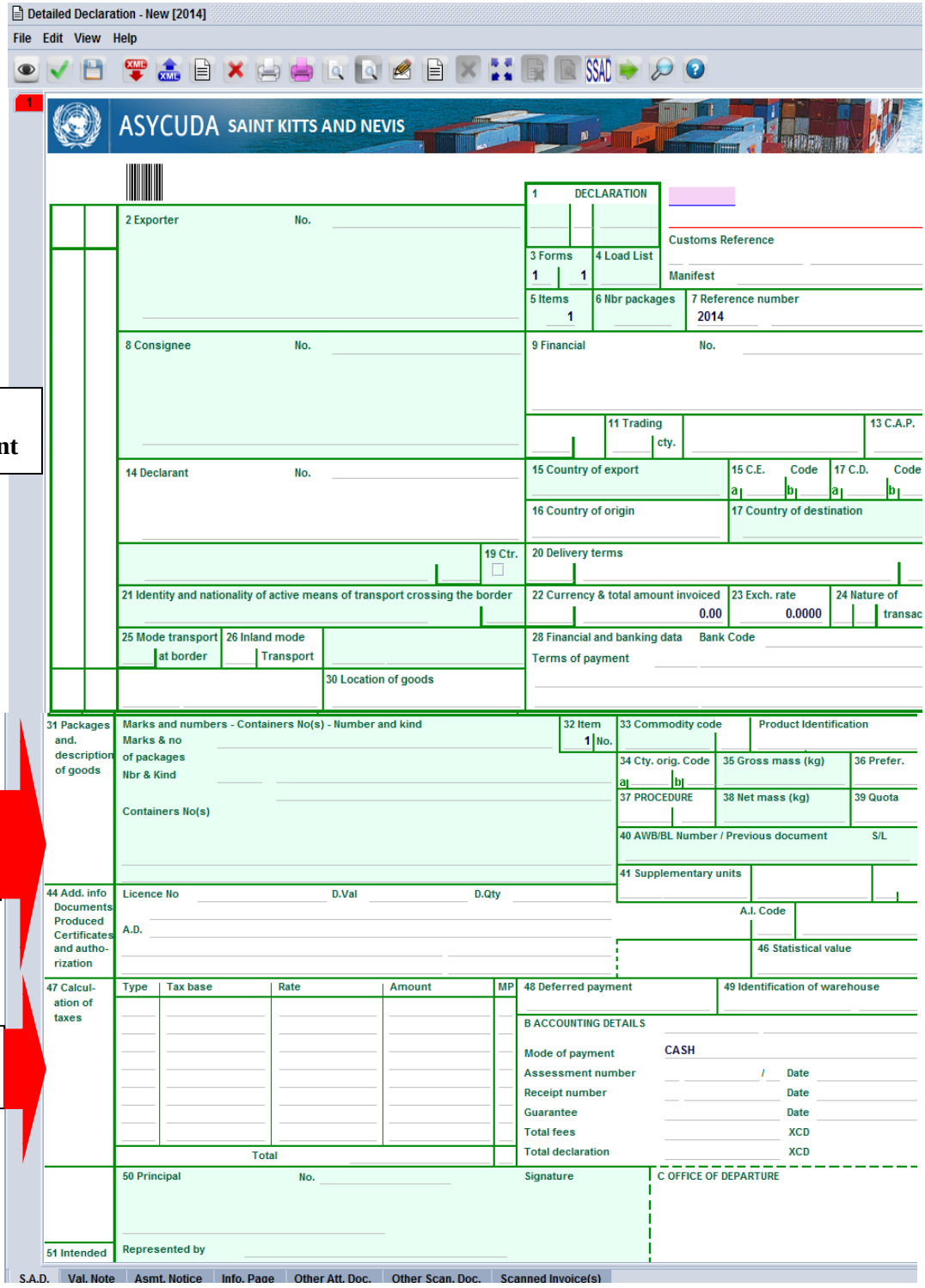
In **Box 1** select the model of Declaration according to the Customs Regime required for the goods being Imported or Exported.

NB: It is very important to make sure that you select the correct model of declaration since it will determine the type of controls and data that the system will make available on the declaration form.

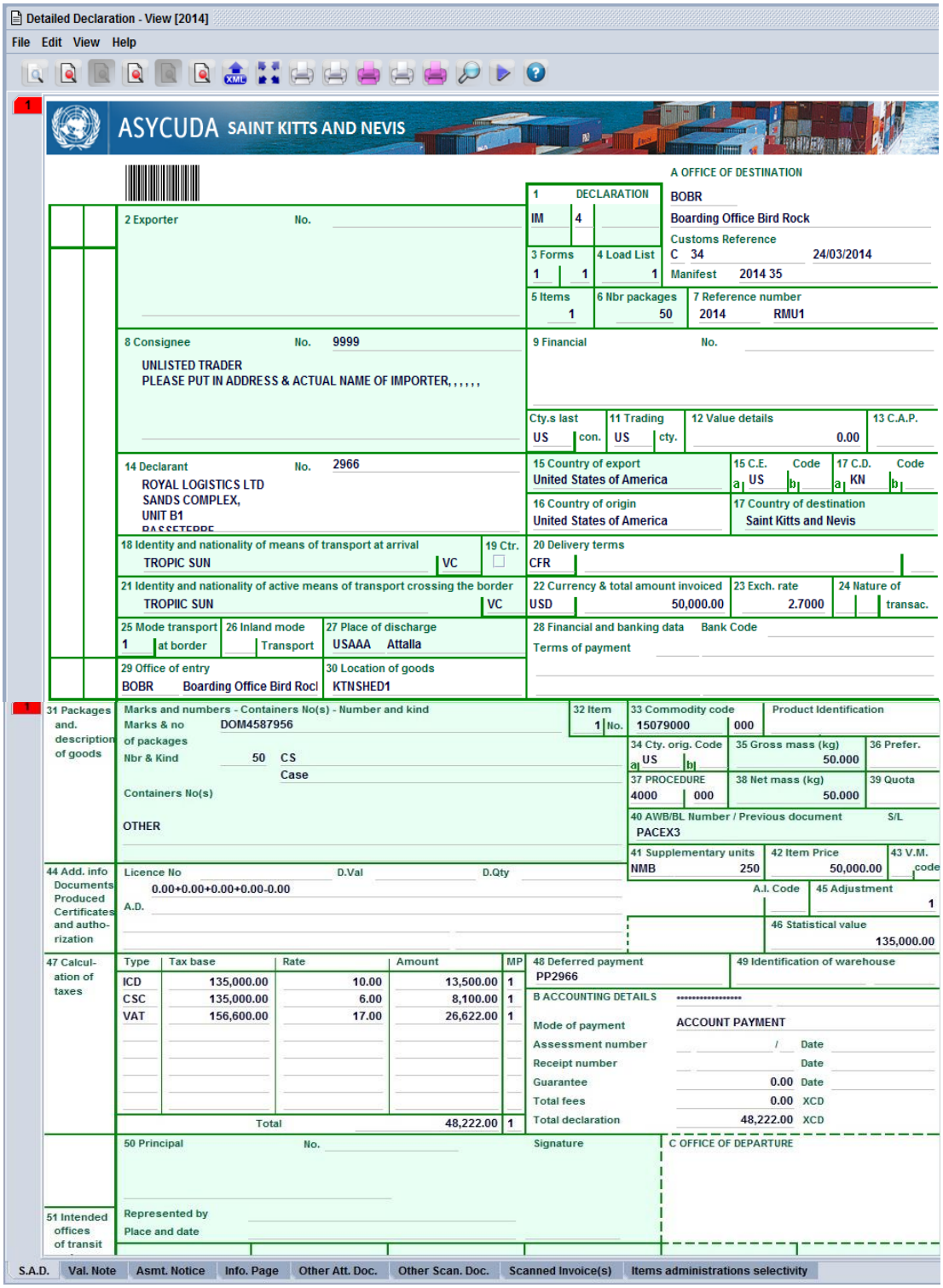
Declaration – General Segment

Item Segment

Calculation Boxes

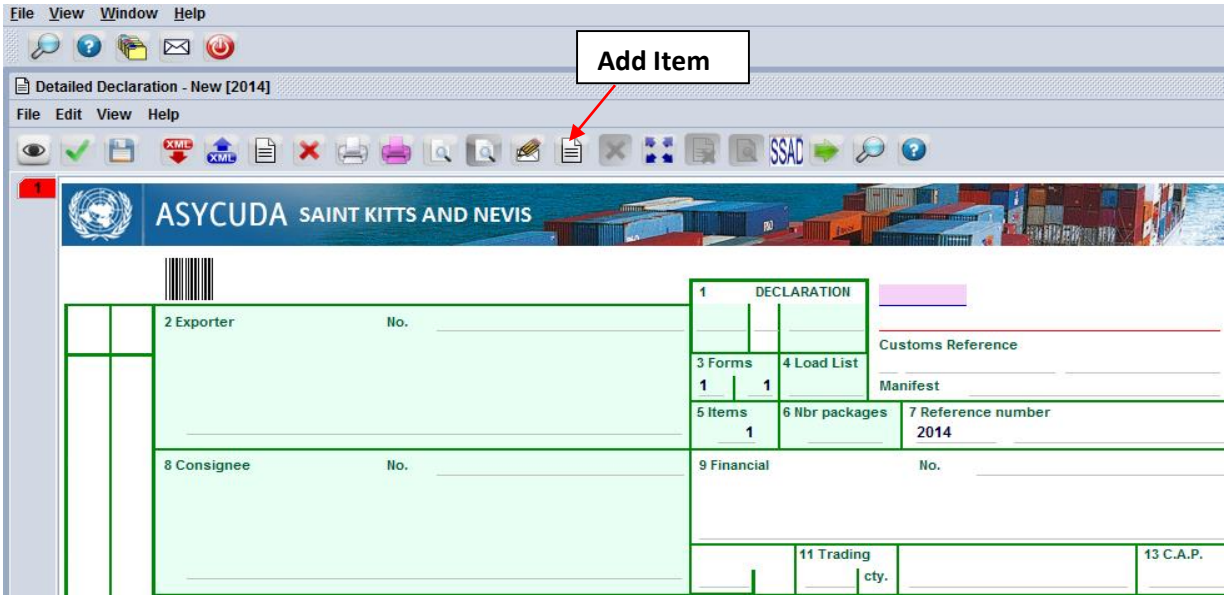


Example of a completed Single Administrative Document – SAD general and item segment.

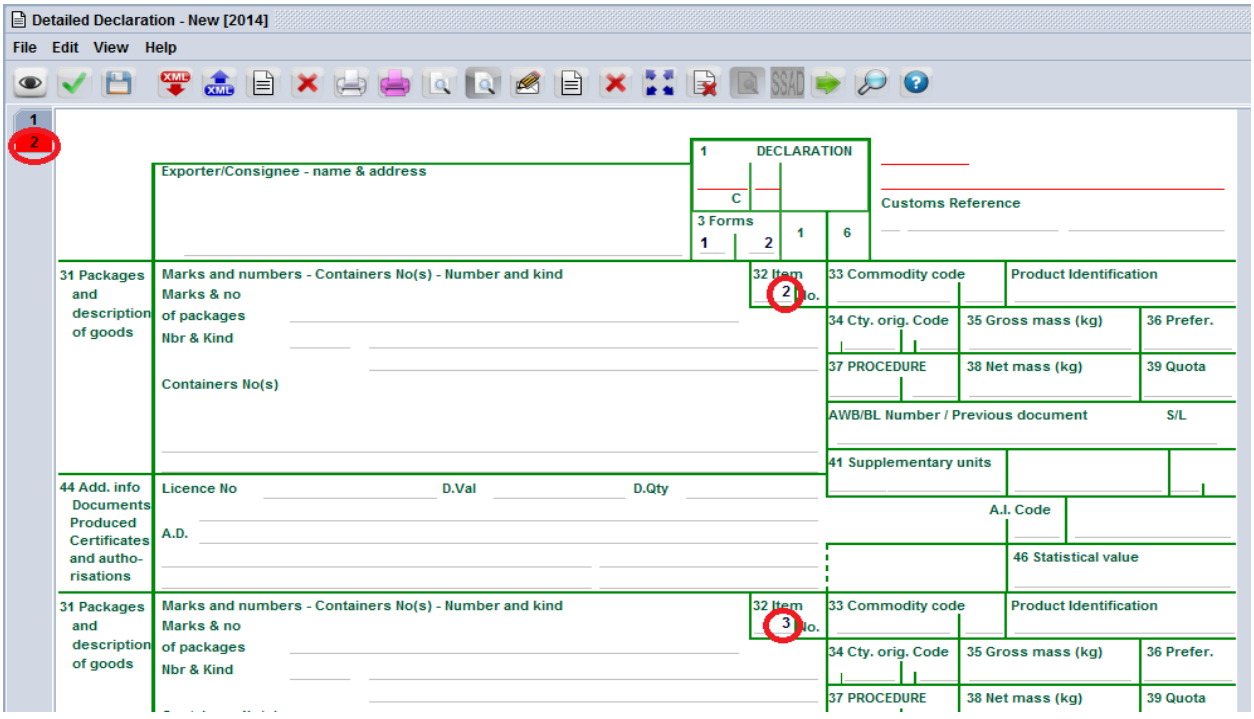


STEP 5: Add New Items (if required)

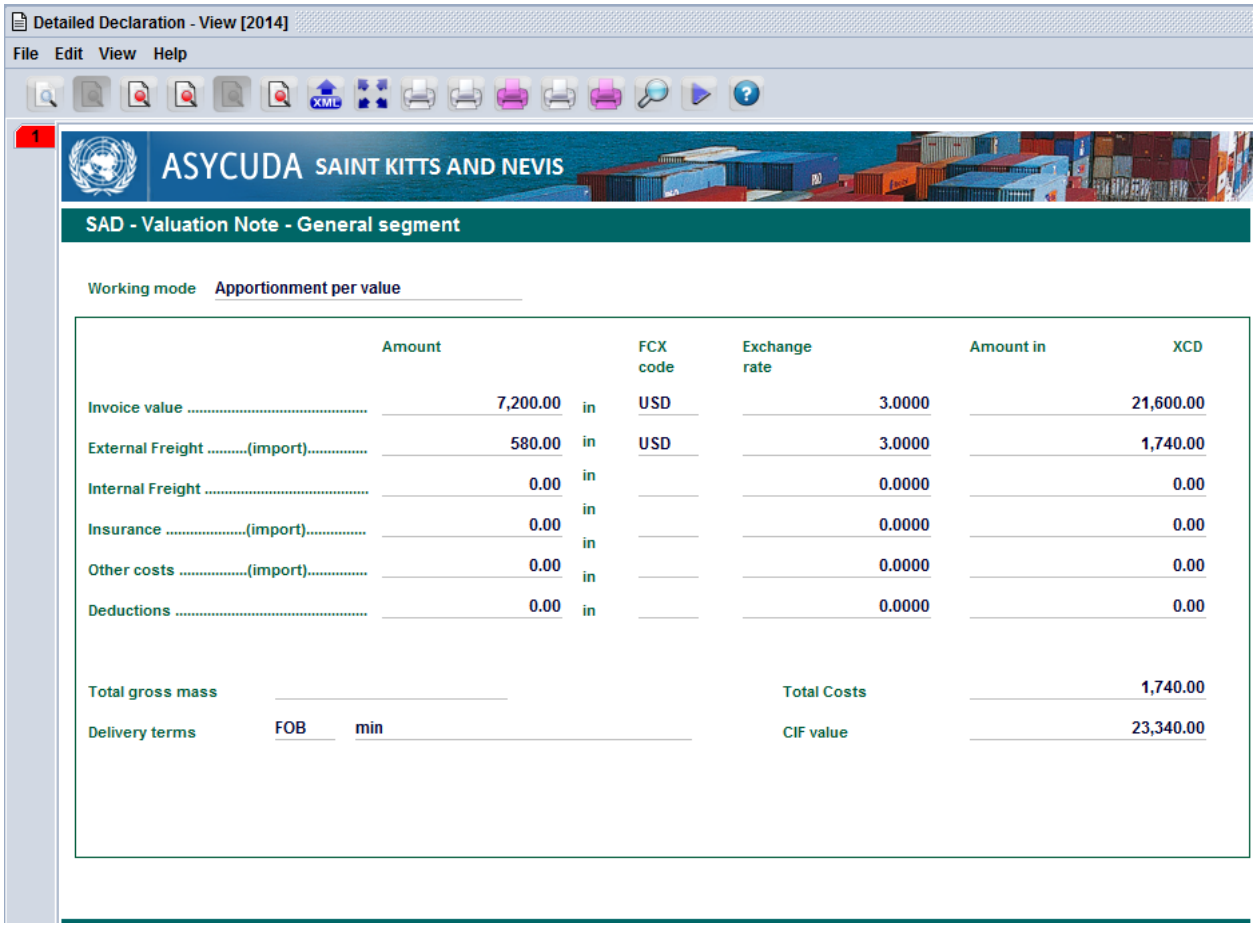
If you have more than one item, click the add item icon in the tool bar above the main form.



A new numbered tab will be attached to the main form of the declaration with the additional item. (See below). The fields on this form are identical to the fields of the item segment of the main form.



STEP 6: Valuation Note Form



This form contains the global invoiced value of all the goods declared in the main SAD form. In addition, it allows input of value build up information such as freight and insurance costs and automatically apportions the costs between the declaration items.

The fields of the General Valuation Note are:

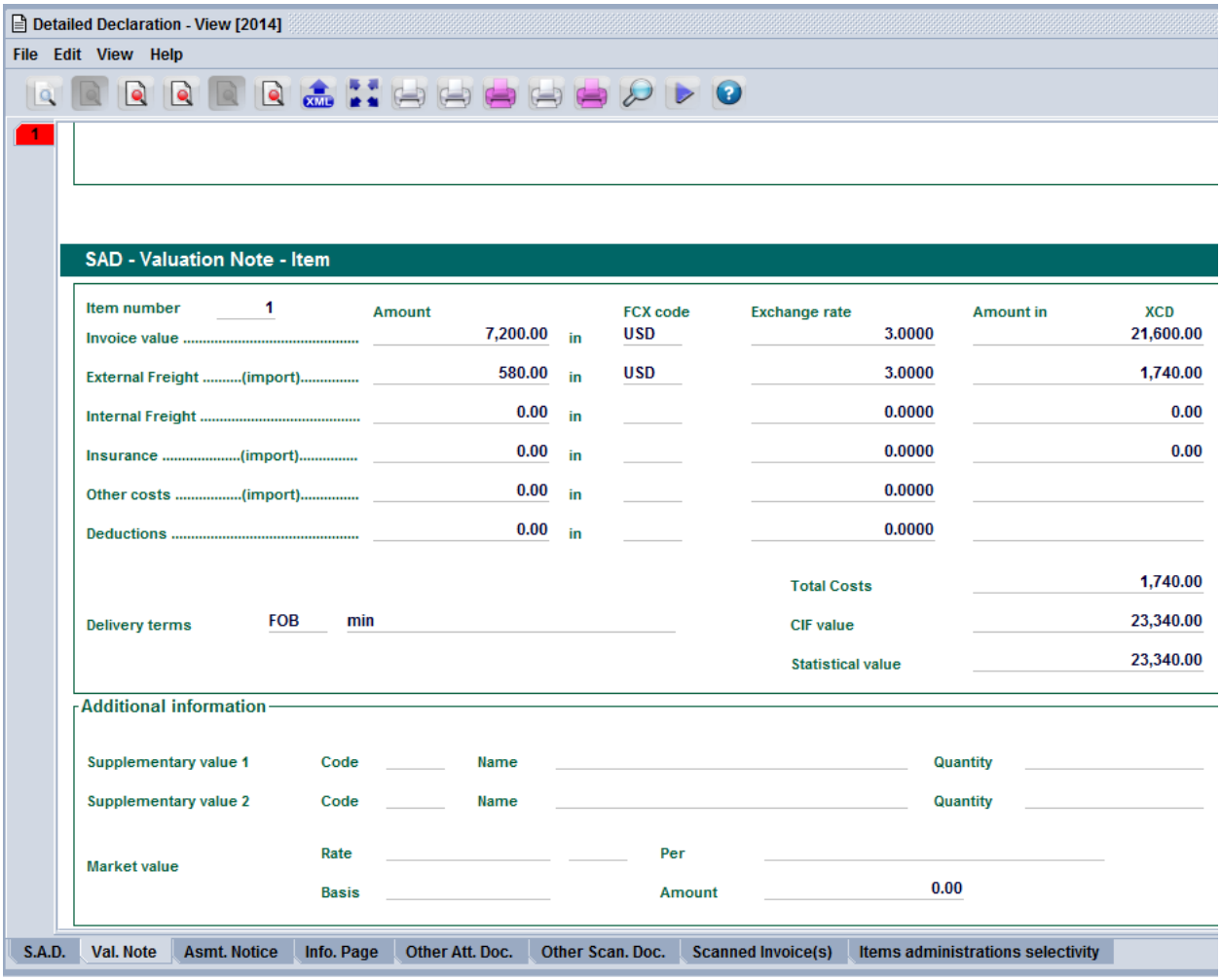
- Invoice value
- External freight
- Internal freight
- Insurance
- Other costs

NB: It automatically apportions the costs between the declaration items when two more items are declared.

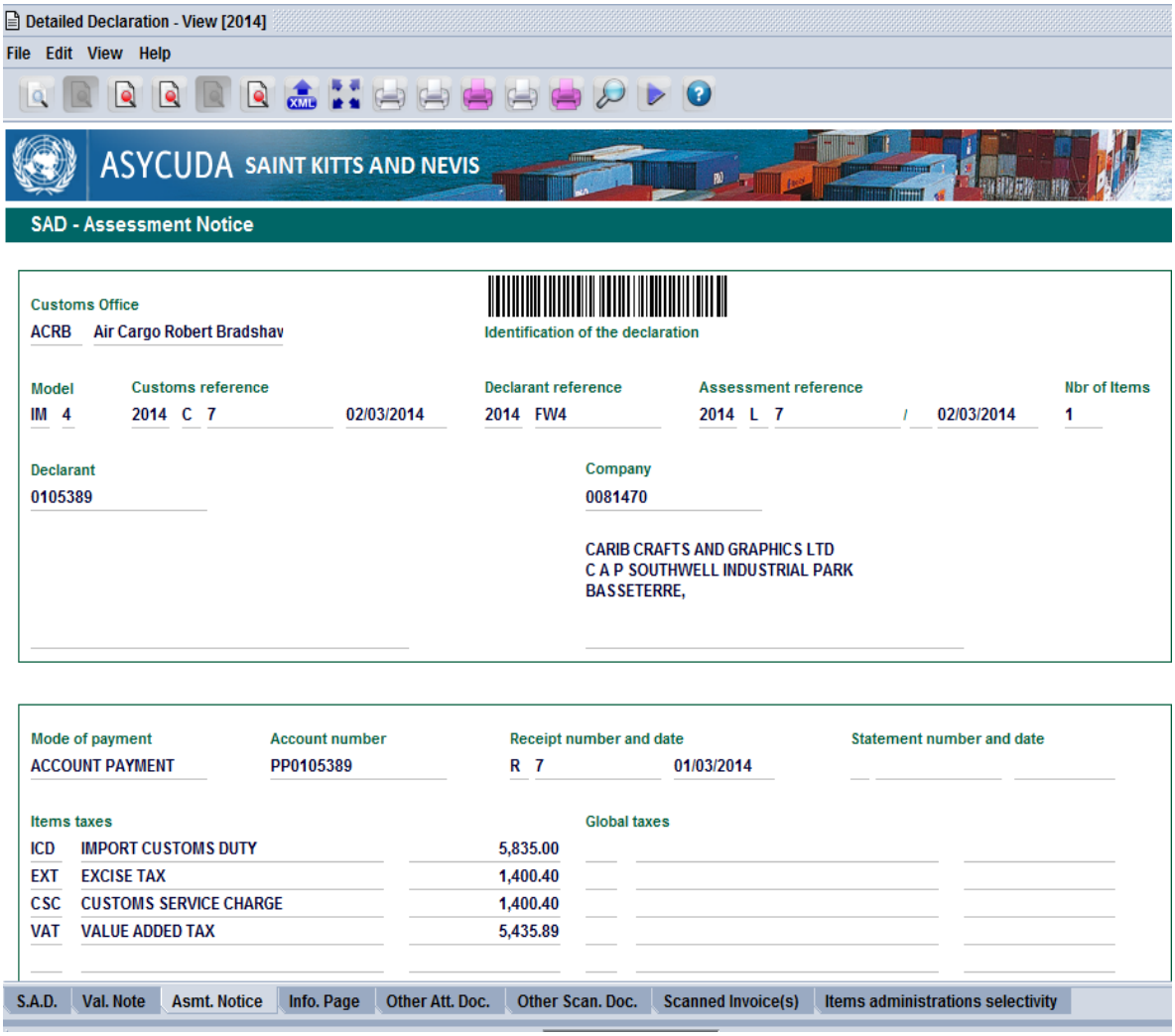
STEP 7: Item Valuation Note

A Valuation Note must be completed for each item entered.

A declaration contains as many Item Valuation Note forms as the number of items declared in the main SAD form. Each of them contains the item invoiced value and it allows input of value build up information such as freight and insurance costs. Upon the completion of all customs value related elements, the CIF value (which is the tax base for customs duties) is automatically calculated for each item.



For each cost element the currency should be put in the appropriate field and consequently the exchange rate (if different from the national currency) is automatically brought from the currencies file and filled in its appropriate field.


Detailed Declaration - View [2014]

File Edit View Help

ASYCUDA SAINT KITTS AND NEVIS

SAD - Assessment Notice

Customs Office
ACRB Air Cargo Robert Bradshav

Identification of the declaration

Model	Customs reference			Declarant reference		Assessment reference			Nbr of Items
IM 4	2014 C 7	02/03/2014		2014 FW4		2014 L 7	/	02/03/2014	1

Declarant
0105389

Company
0081470

CARIB CRAFTS AND GRAPHICS LTD
C A P SOUTHWELL INDUSTRIAL PARK
BASSETERRE,

Mode of payment	Account number	Receipt number and date	Statement number and date
ACCOUNT PAYMENT	PP0105389	R 7 01/03/2014	

Items taxes

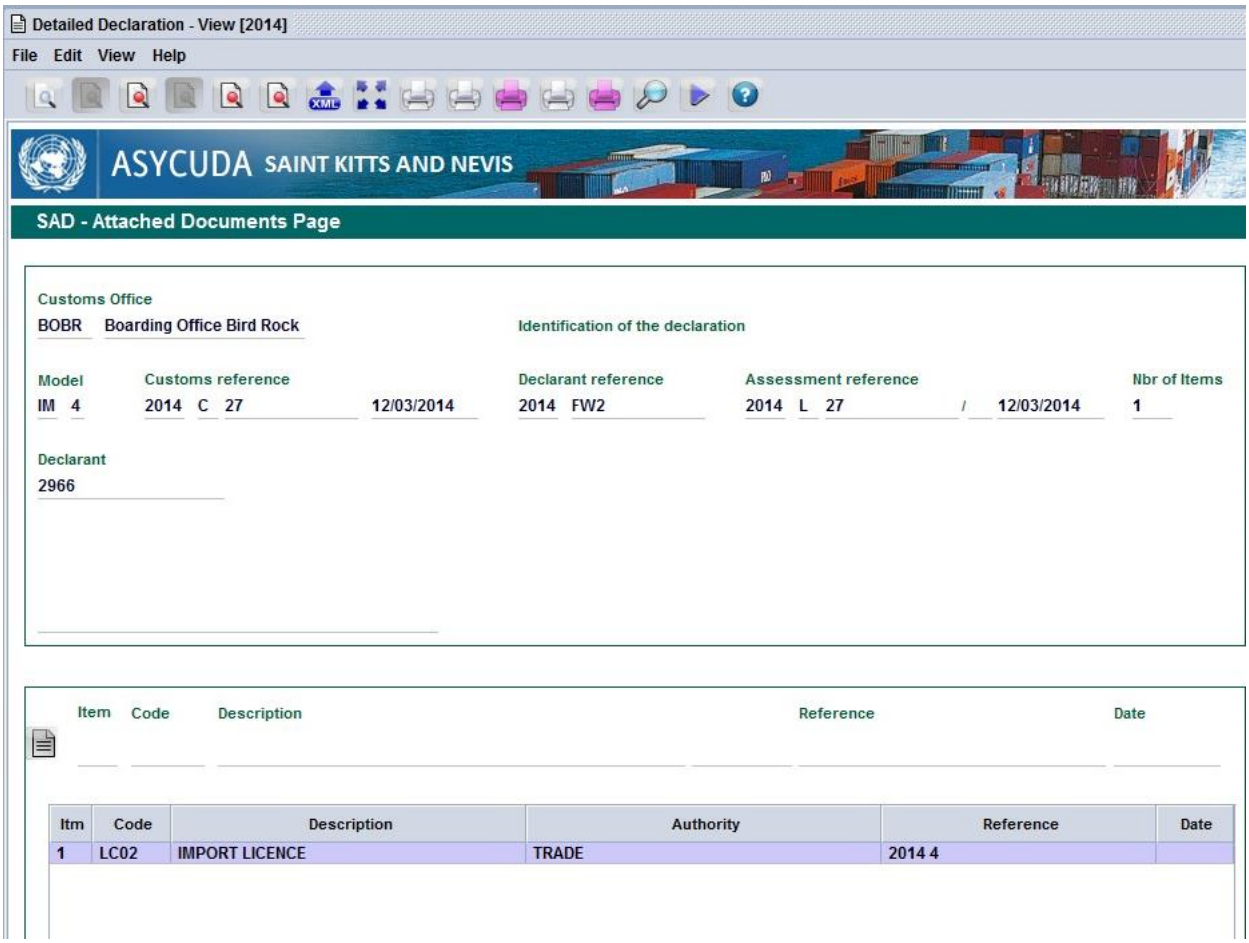
ICD	IMPORT CUSTOMS DUTY	5,835.00
EXT	EXCISE TAX	1,400.40
CSC	CUSTOMS SERVICE CHARGE	1,400.40
VAT	VALUE ADDED TAX	5,435.89

Global taxes

S.A.D. | Val. Note | Asmt. Notice | Info. Page | Other Att. Doc. | Other Scan. Doc. | Scanned Invoice(s) | Items administrations selectivity

STEP 8: Other Attached Document

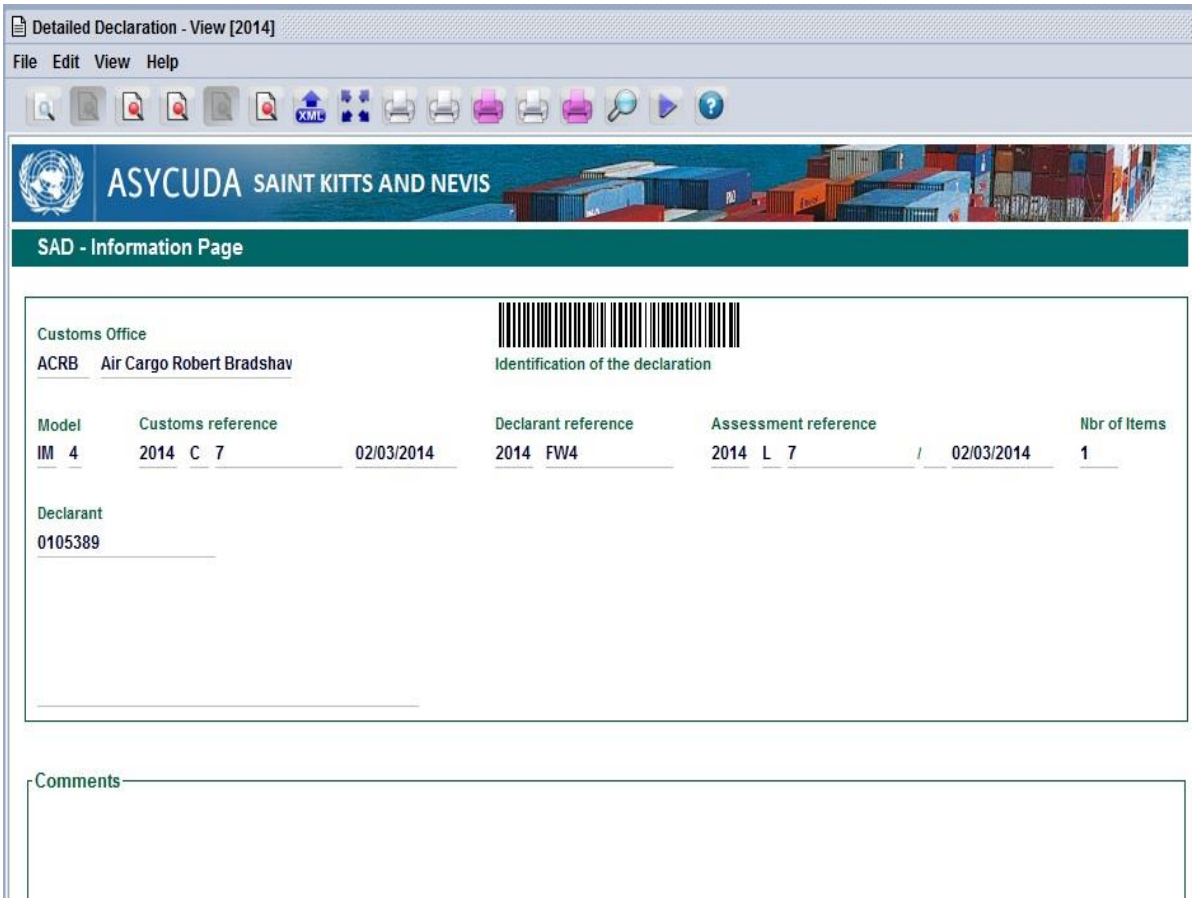
Complete the Attached Documents form. This form contains the references of the documents attached to the declaration. For example invoices, Waybills (BOL), insurance, License, permits etc.



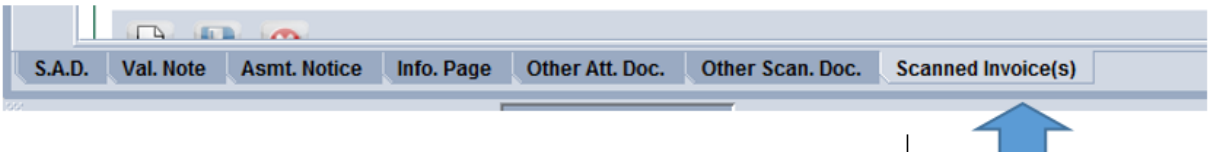
The declarant must also scan the attached documents to Customs using the tool provided in the reference field of the attached document form.

Click on the reference field of the attached document to access the drop down window. Choose the "Search File" option to find the document on your hard drive to send to Customs.

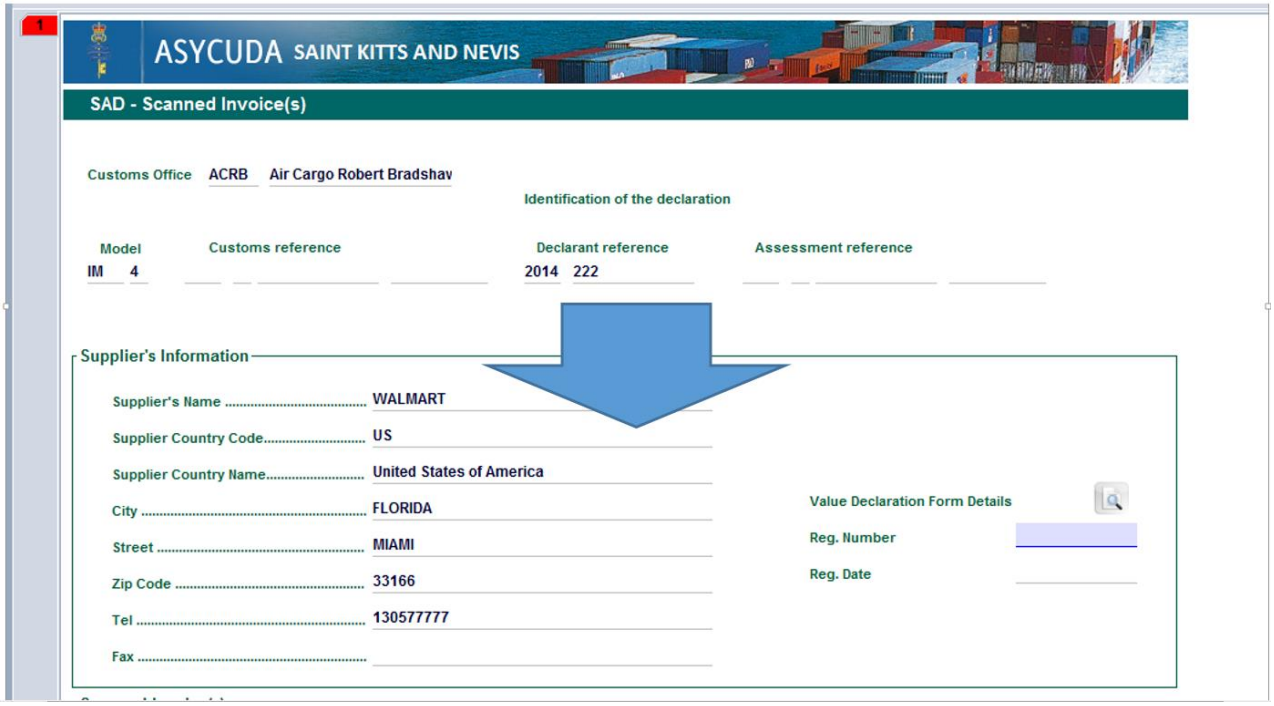
Use the information Page tab to input any pertinent information pertaining to the declaration.



STEP 9: Invoice Information

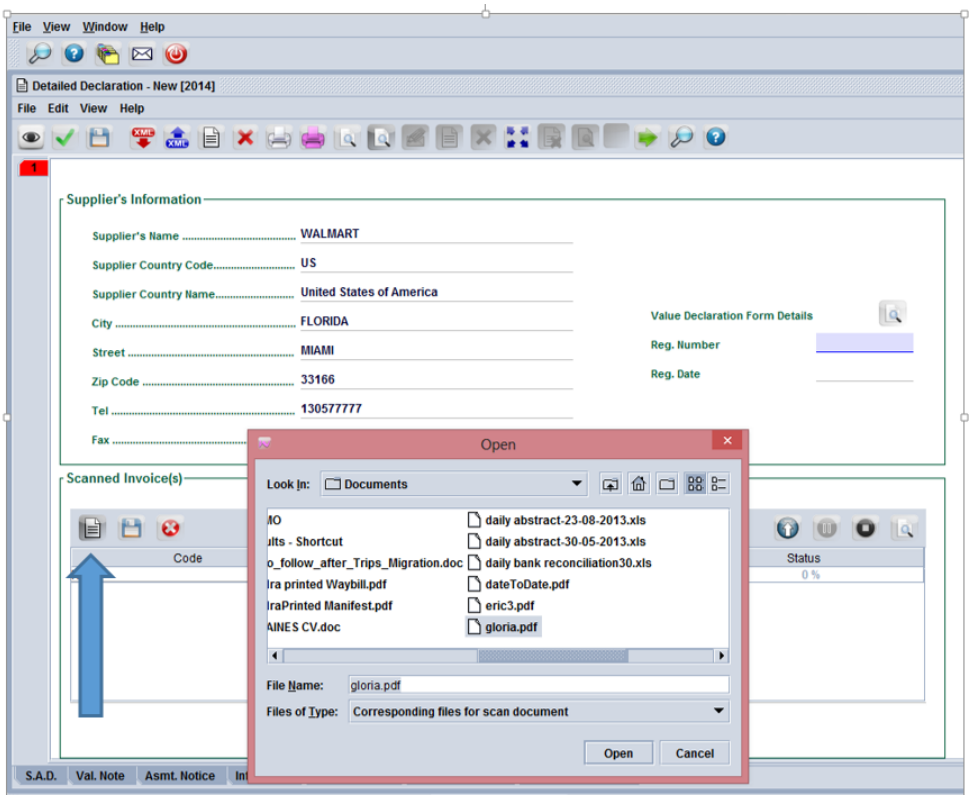


Click other scanned invoice(s) tab to view the form.

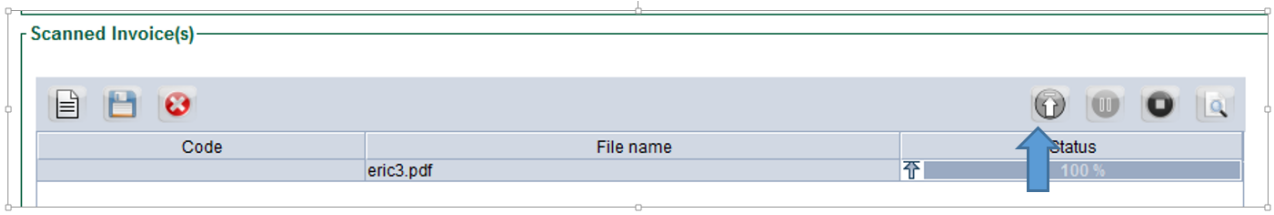


The declarant will first have to fill in supplier's information for each supplier's invoice
Or

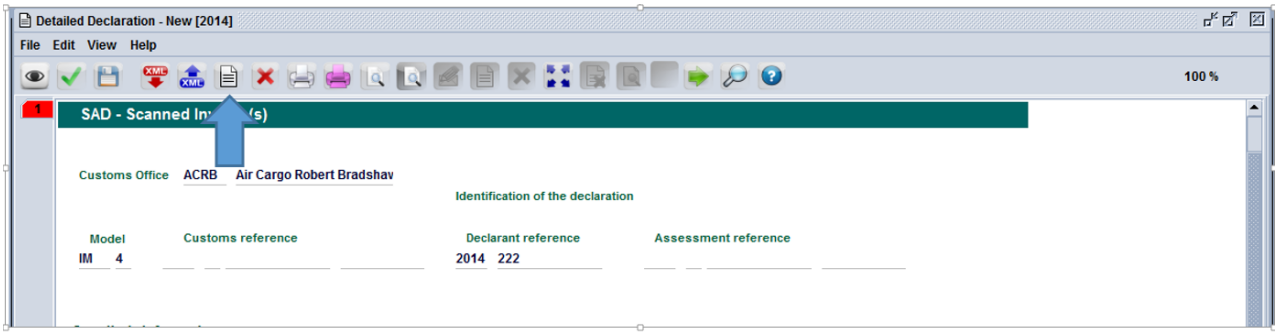
Type in your value declaration registration number and date into the "value declaration form details" section. This option will import the supplier's details from the value declaration form.



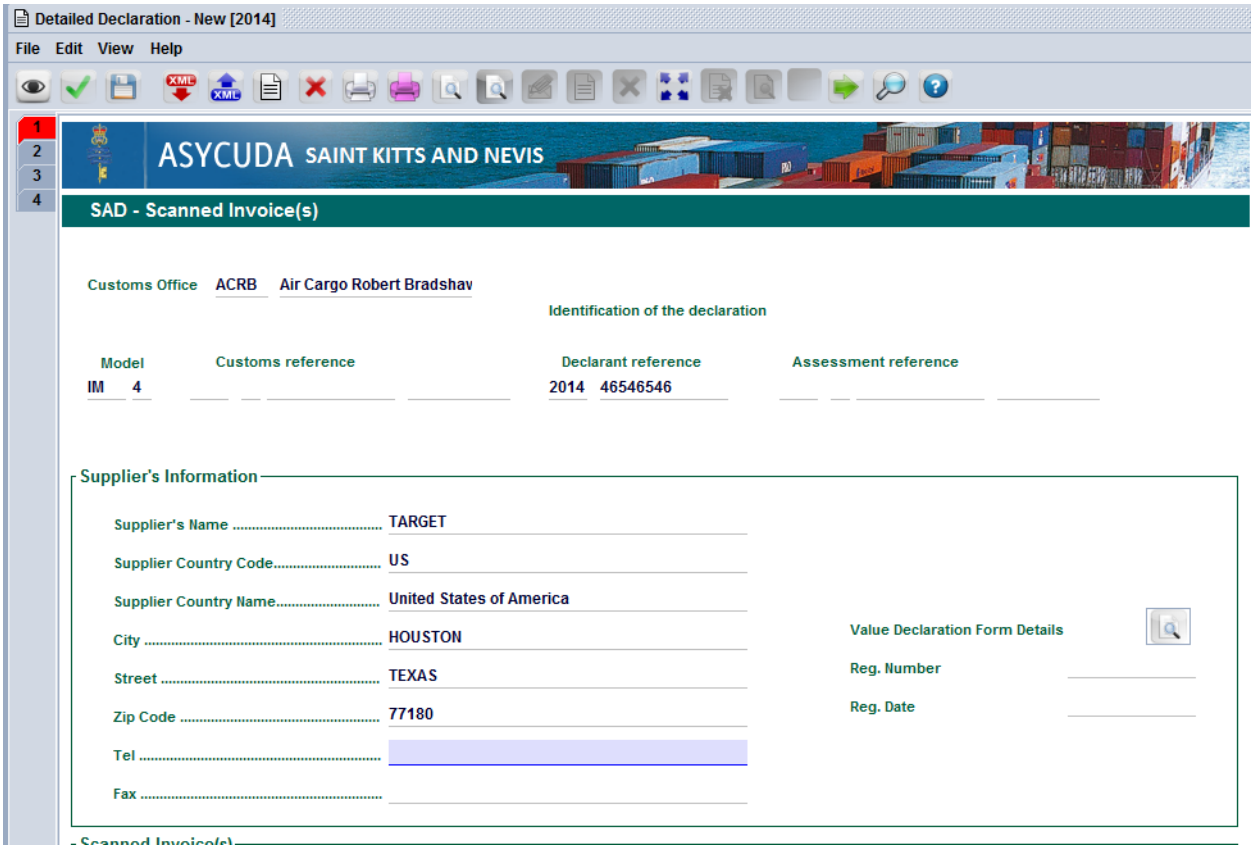
Click the add page icon and search for the invoice you wish to upload.



click the upload button to upload the document

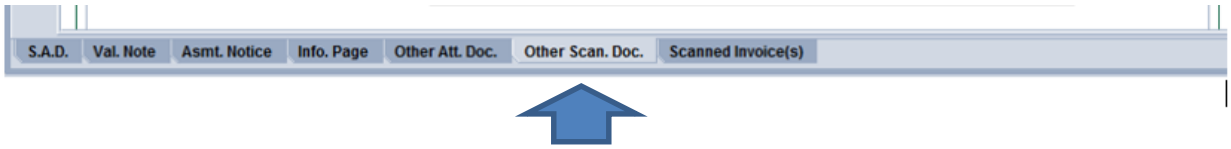


Click Add Supplier Button To Enter Additional Invoices Suppliers.

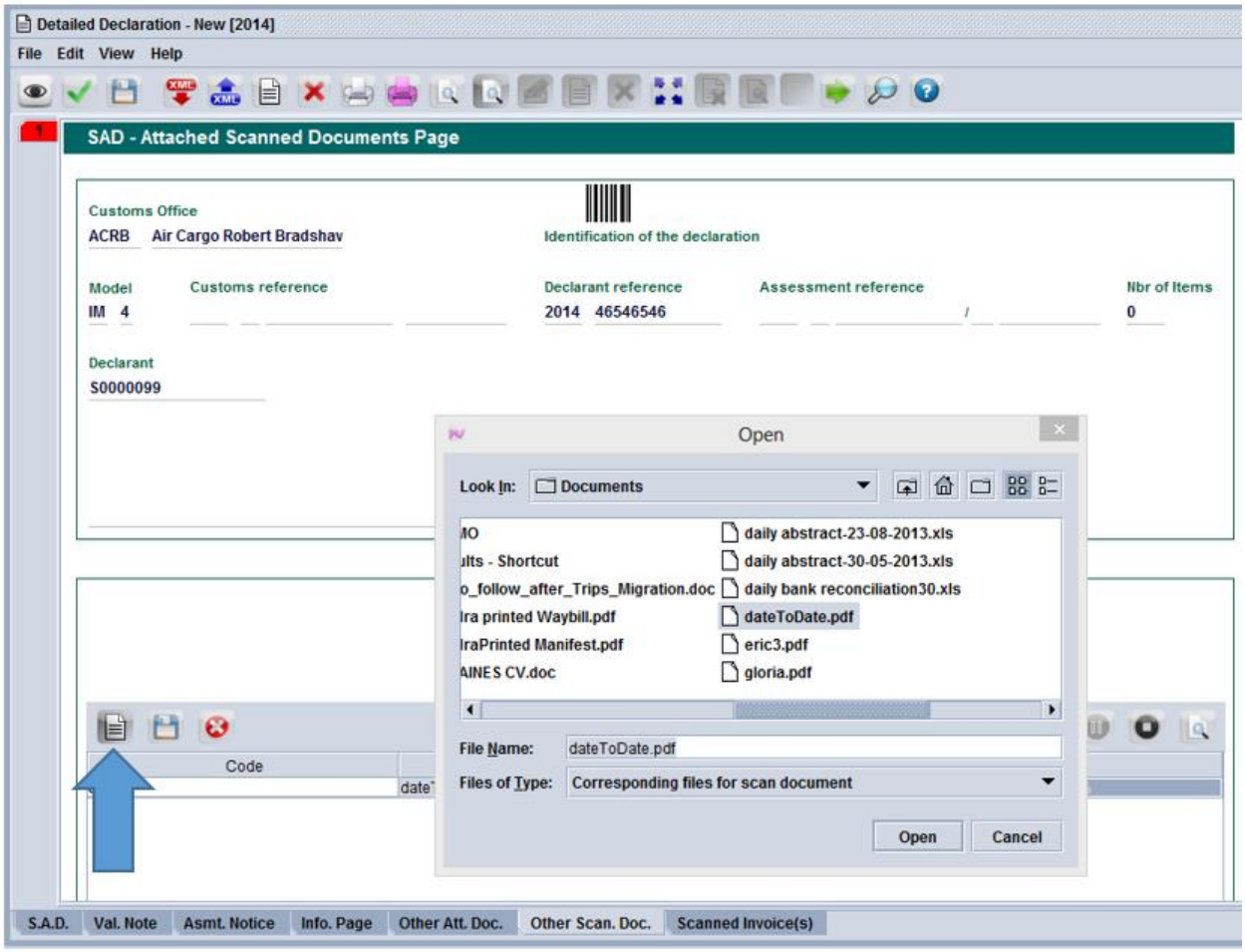


Add the additional suppliers and upload the documents.

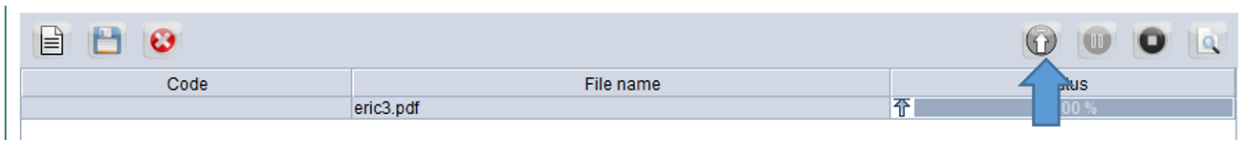
Uploading other scanned documents



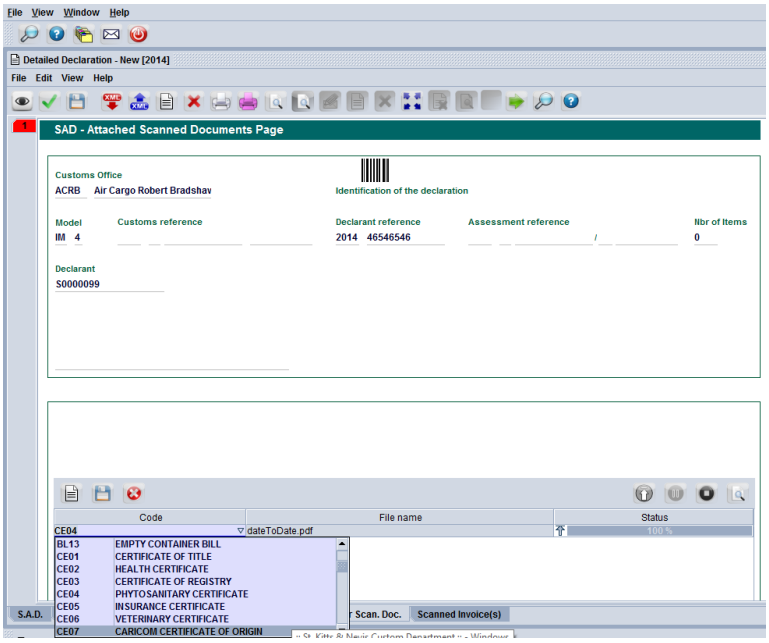
Click other scan doc. Tab



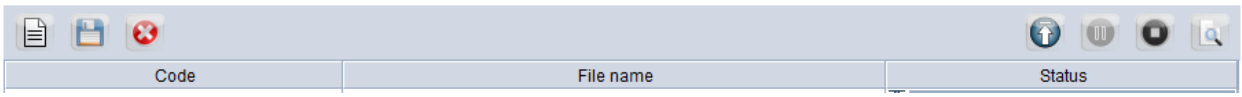
Click the page icon and search for the document you wish to upload.



Click the upload button to upload the document



Select the type of document you have uploaded.



Click the add button and follow the procedure to upload other scanned documents.

Viewing scanned documents

STEP 10: Container Information (If Required)

If the SAD box 19 is ticked, to indicate that the consignment is containerized, the container list Tab will appear at the bottom of the SAD and it will be necessary to complete the container list correctly before the declaration will be recognized by the computer as valid.

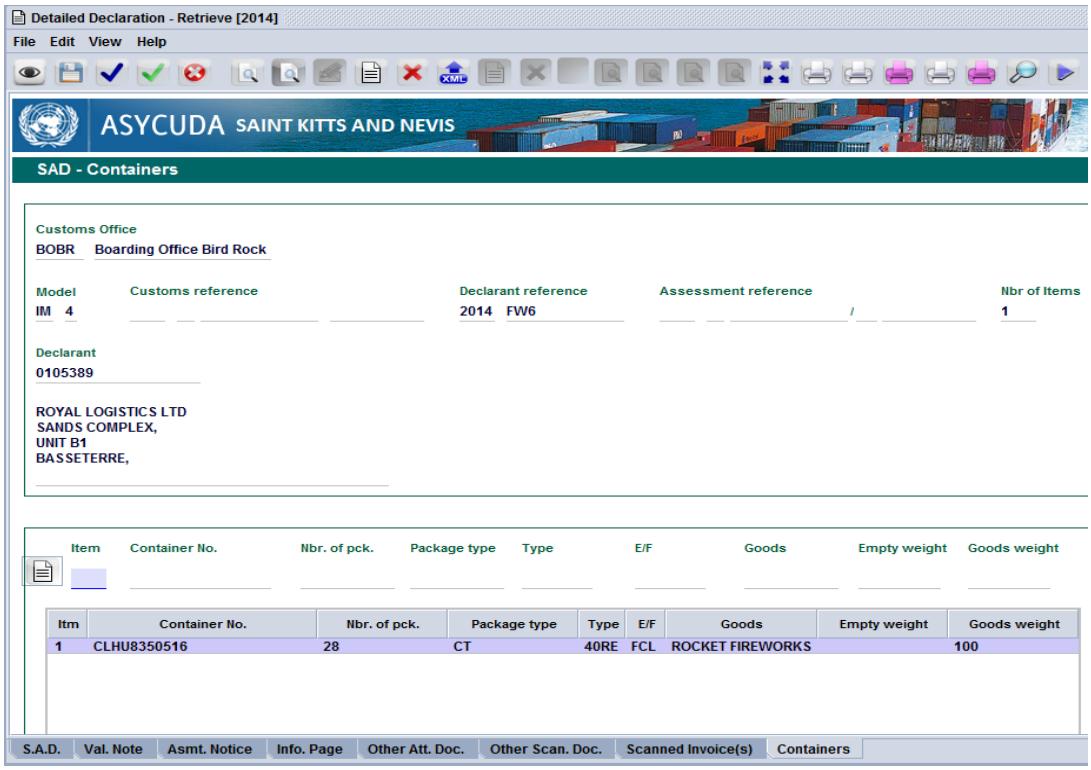
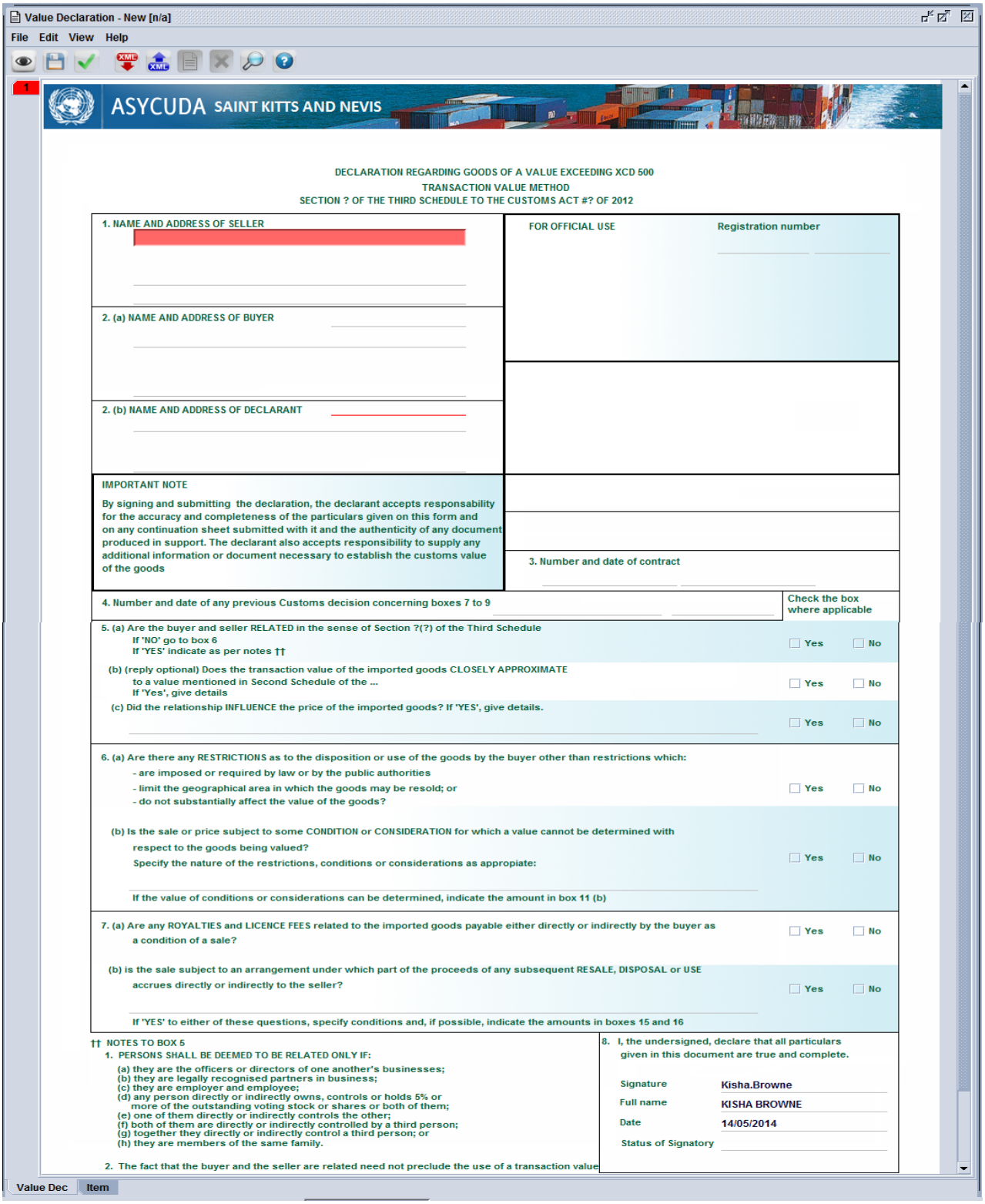


Fig. Sample of completed container form.

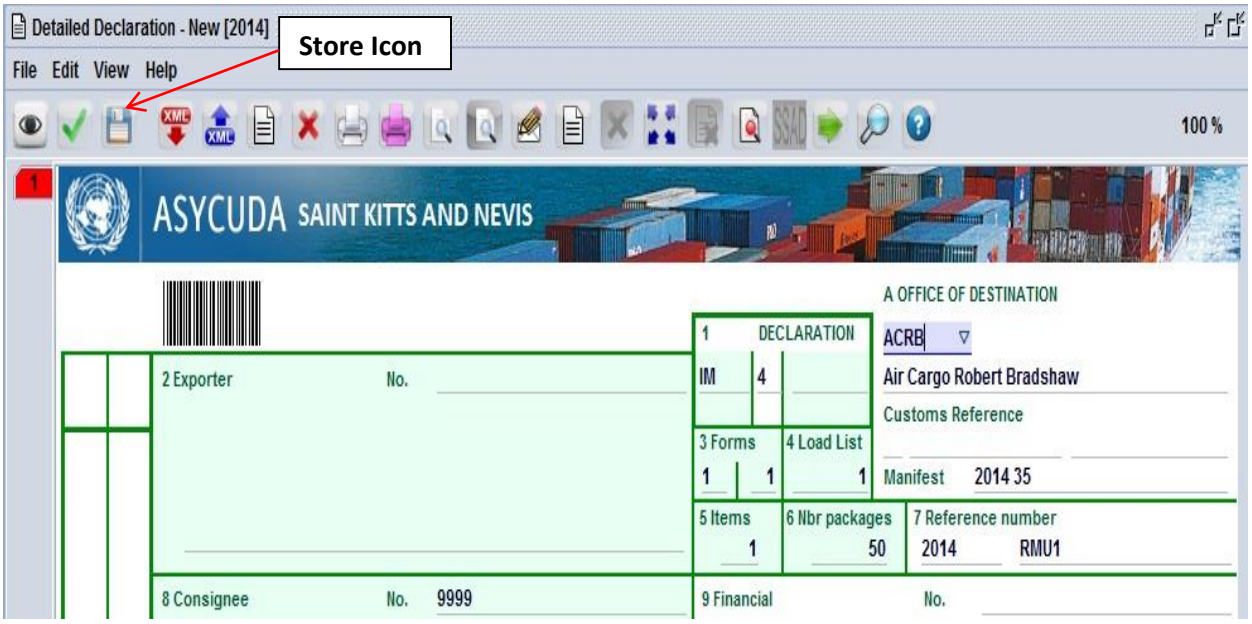
STEP 11: Value Declaration form

Invoke the Goods Clearance by navigating the Document Library using this path: **ASYCUDA ➡ Goods Clearance ➡ Declaration ➡Detail Declaration ➡Right click on Value Declaration**

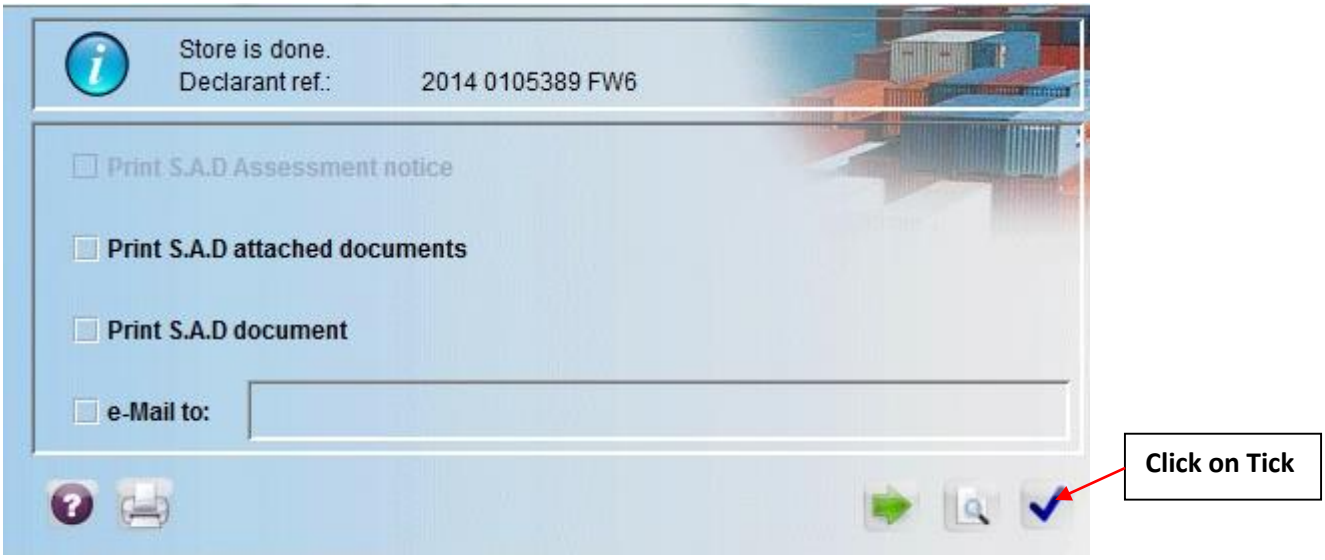


STEP 12: Storing a Declaration (SAD)

One may choose to store the declaration to retrieve for later use. The Declarant can store the SAD on Customs ASYCUDA World server by clicking on the store icon. The user can store a declaration at any time even if the document is not completed.

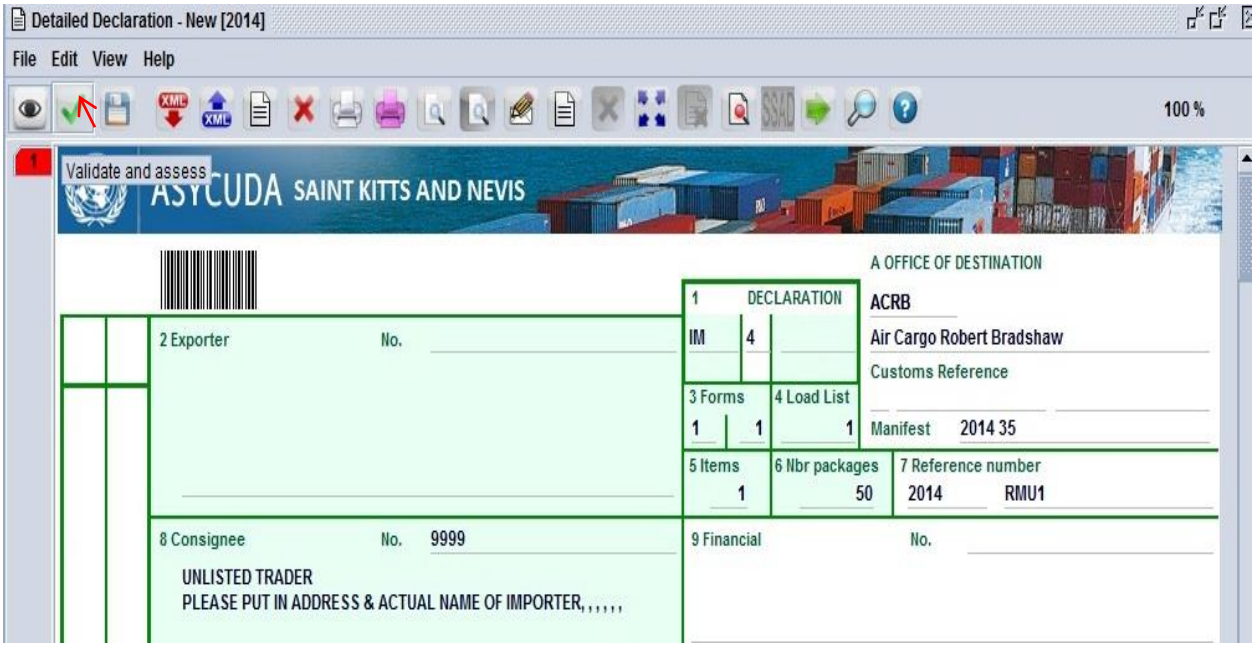


On selecting the **Store** option, the system will display the following screen, confirming that **Store** of your declaration has been successful.



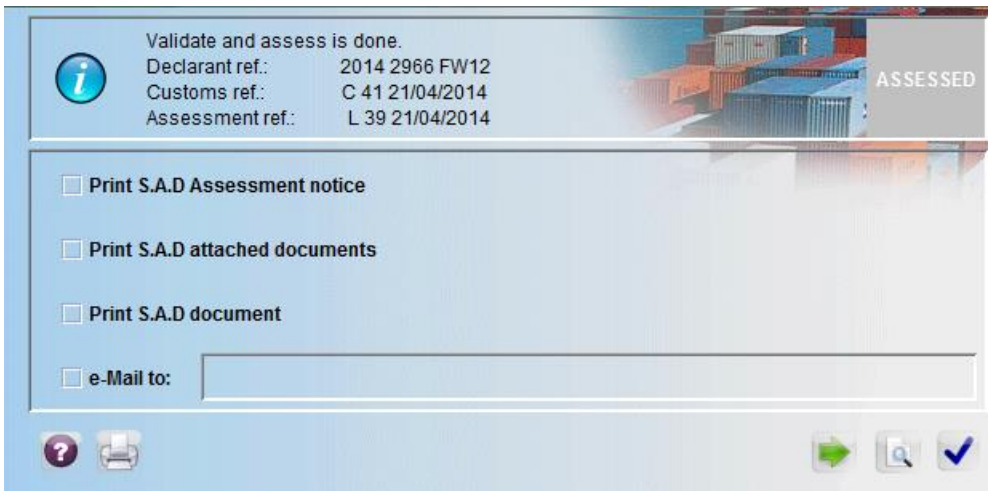
STEP 13: Validation and Assessing the SAD

The Declarant must then ***validate and assess*** the SAD by clicking the ***Validate* and *Assess*** icon. Assess means that you are submitting the declaration for Customs acceptance and to acknowledge the values included in it as correct.



After Validation, the system will display: a Declarant Reference Number, a Customs Reference Number, and an Assessment Reference Number. Each number is unique to each declaration, and any one of them can be used to retrieve it.

The Declarant Reference number is made up of the year, the Declarant's Identification Number and his/her Reference Number. The Customs Reference Number (Registration Number) is preceded by the prefix C and followed by the date when the SAD is registered. The Assessment Number is preceded by the prefix L and followed by the date when the SAD is assessed.

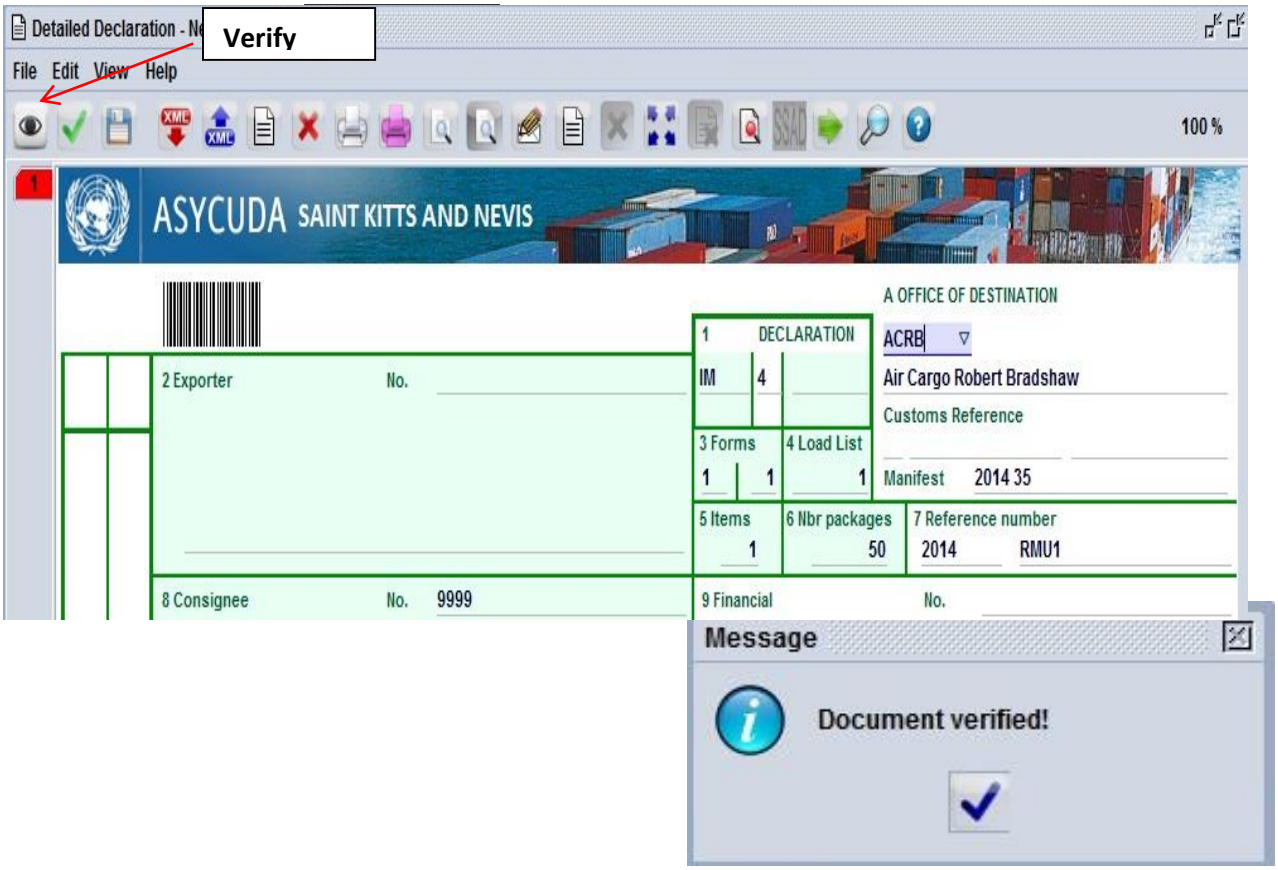


The declarant receives an email message indicating your SAD have been assessed.

The Declarant must print a copy of the Assessed Declaration for Customs.

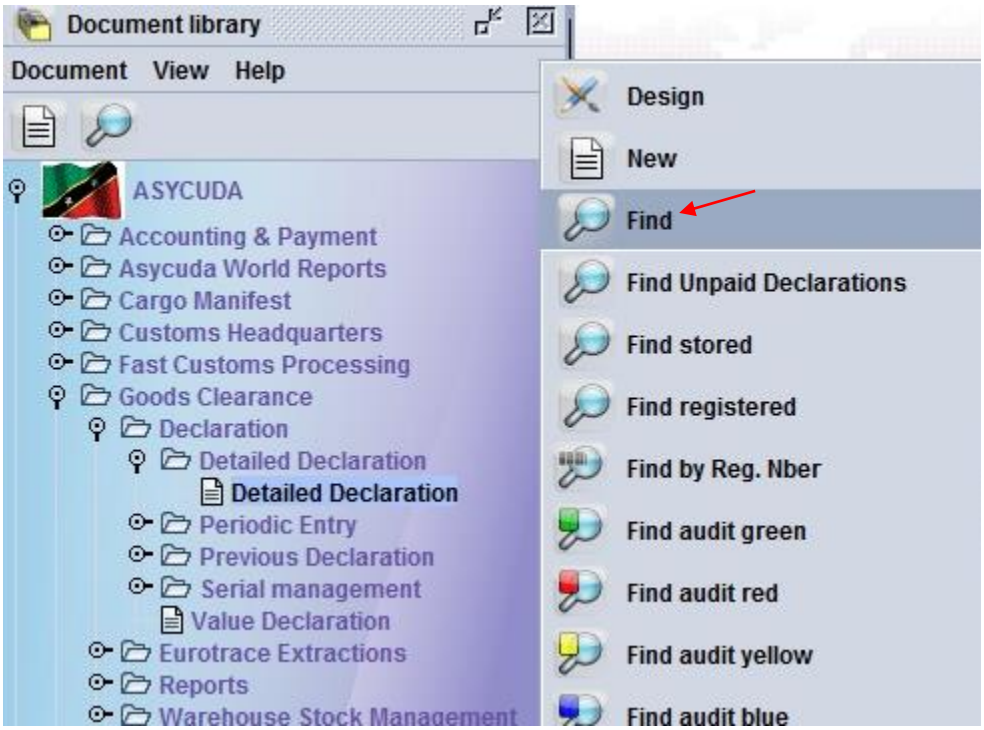
STEP 14: Verifying and Registering the SAD

After all mandatory fields have been entered on all the necessary forms, the declarant must "Verify" the SAD by clicking the Verify icon on the top of the form.

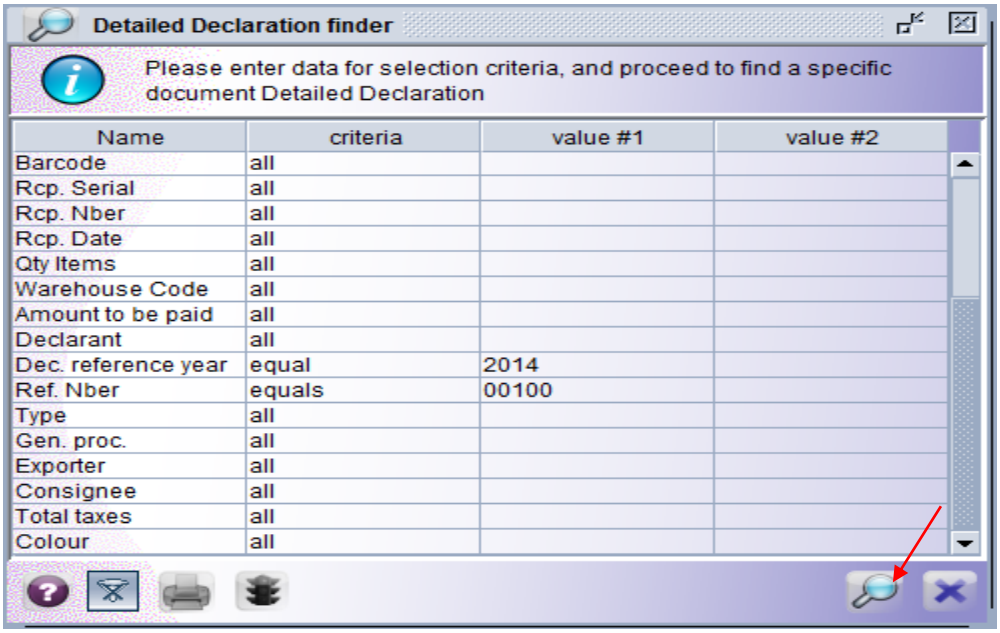


STEP 15: Retrieving a Stored Declaration

To retrieve a stored declaration go to Detailed Declaration in document library and right click on **FIND.**

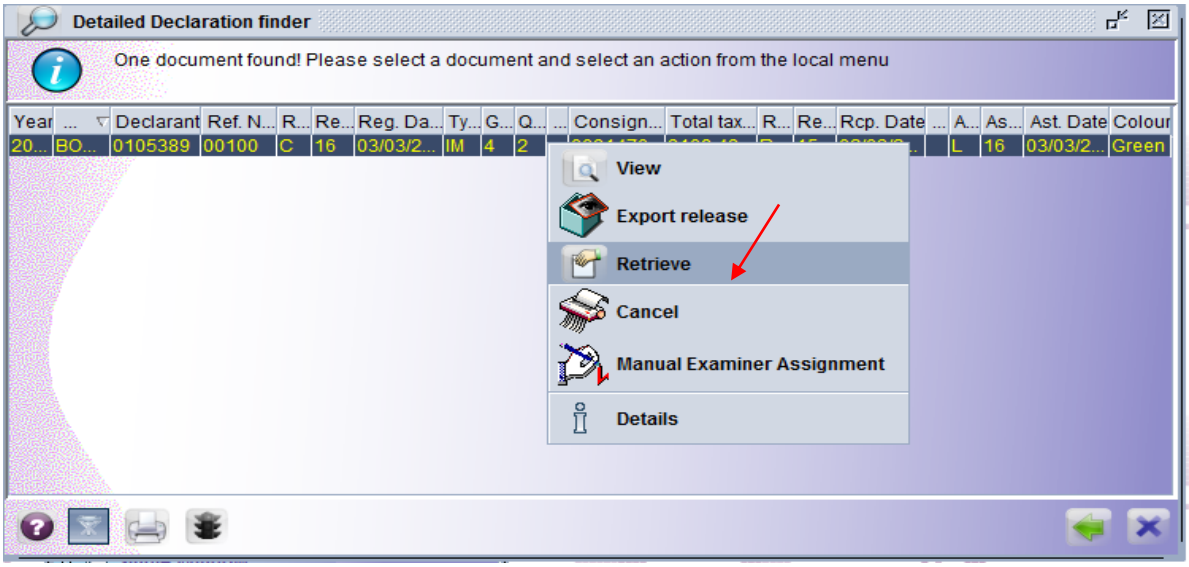


In the finder use reference number to find declaration and select button as shown below

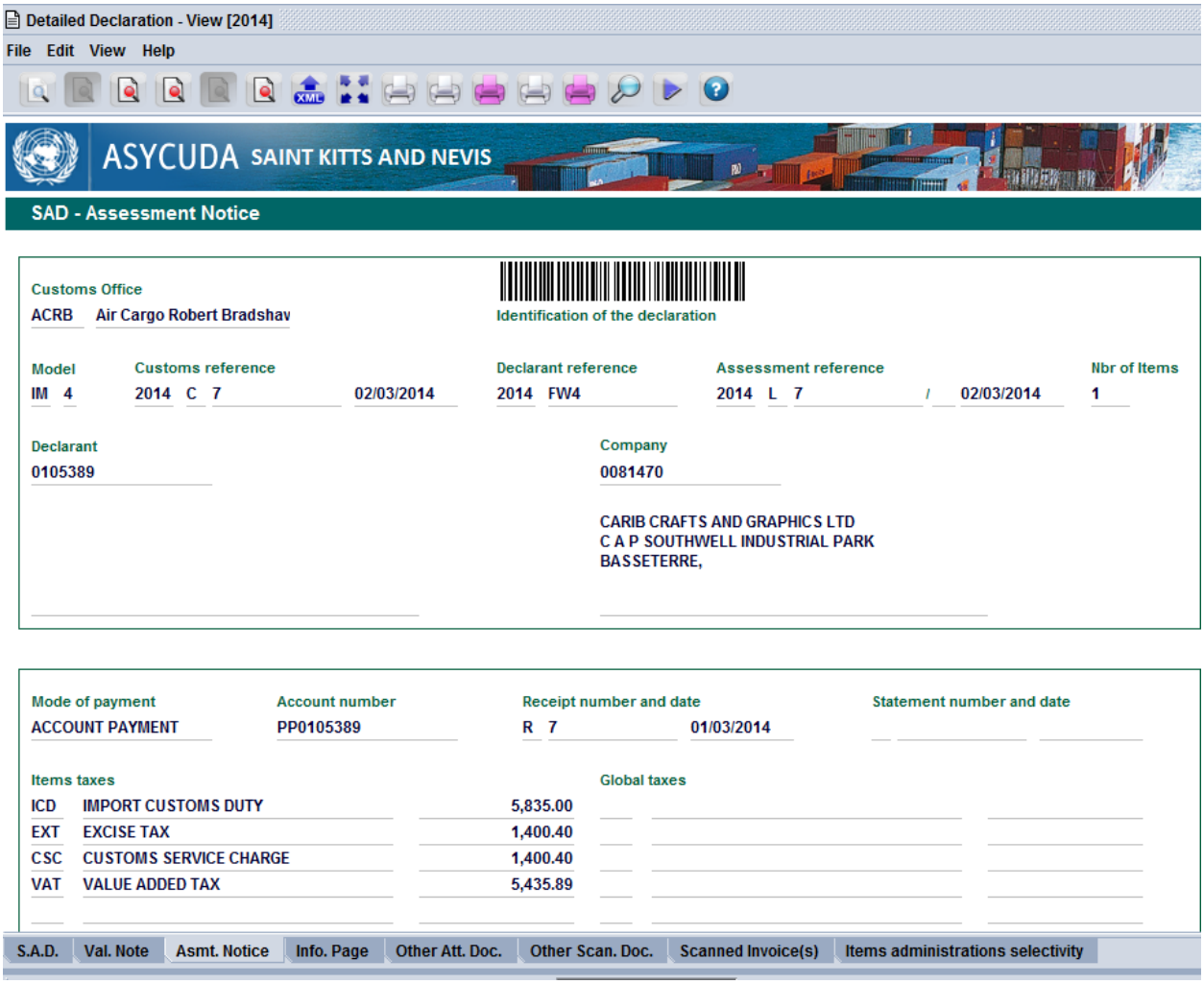


Name	criteria	value #1	value #2
Barcode	all		
Rcp. Serial	all		
Rcp. Nber	all		
Rcp. Date	all		
Qty Items	all		
Warehouse Code	all		
Amount to be paid	all		
Declarant	all		
Dec. reference year	equal	2014	
Ref. Nber	equals	00100	
Type	all		
Gen. proc.	all		
Exporter	all		
Consignee	all		
Total taxes	all		
Colour	all		

Right click on the desired document as shown below and select **Retrieve** to continue working on the declaration



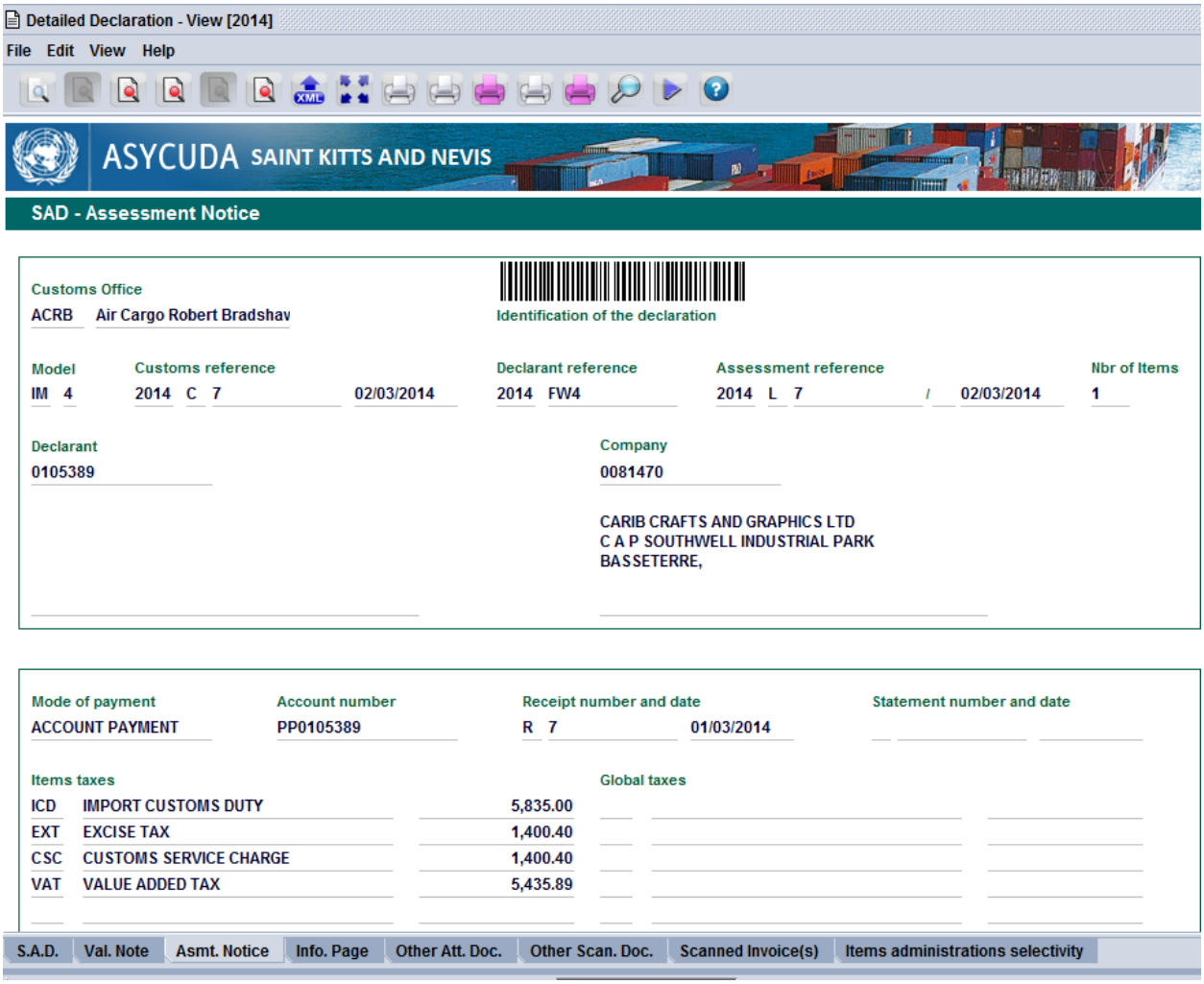
STEP 16: Assessment Notice

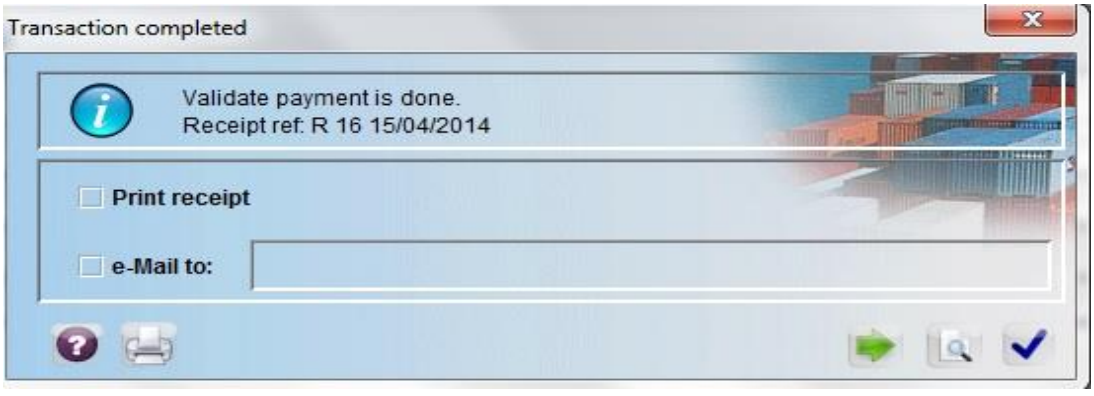


The Assessment Notice Form contains information about the assessment of the declaration. It is generated upon the validation of the declaration. It contains the summary of duties and taxes payable for the whole declaration. The assessment notice is updated after payments have been made and the rectification of declaration.

STEP 17: Make Payment

Supply the cashier with the Assessment number of your declaration to make payment

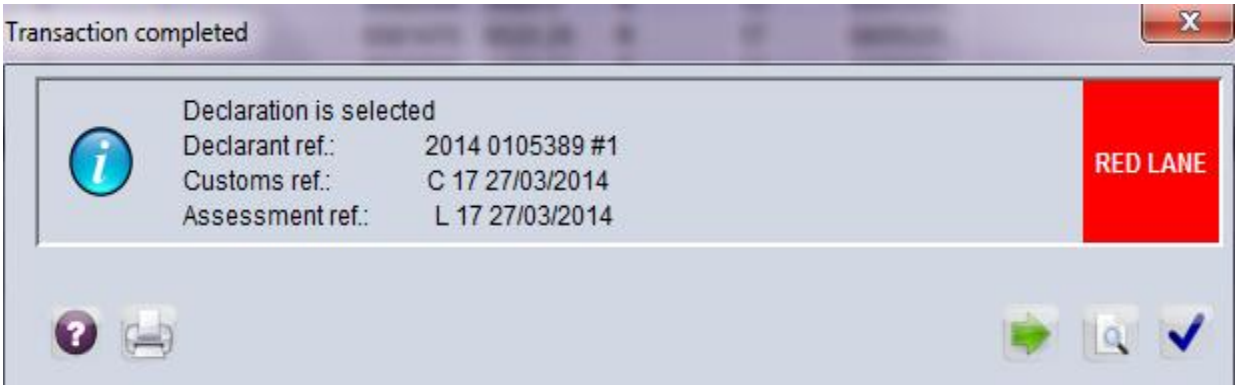




The Cashier will issue a receipt to confirm payment of declaration.

Once payment is effectuated/finalized the system will automatically issue the selectivity criteria on the paid declaration(s). If no duty is payable the auto selectivity will be executed for the assessment. An email will be sent to all users linked to the declaration profile.

The system will indicate with a message the assigned lane for your declaration. All declarations with RED or YELLOW lanes will have a customs officer assigned for examination and/or documentary check.



The system has four selectivity lanes for your declaration:

Red Lane
This means that your declaration requires both documentary check and Physical examination. Present to customs a printed Assessment Notice with all relevant documents and await physical examination.

Yellow Lane
This means that your declaration only requires a documentary check. Present to customs a printed copy of your Assessment Notice and all relevant documents.

Blue Lane
This means that your declaration has been automatically authorized to be released, however, your documents and goods will undergo post clearance checks by Customs.

Green Lane
This means that your declaration has been automatically authorized to be released. If it is an import, you can collect your consignment from the custodian of goods. If it is an export then your goods are ready to be shipped.

Note: *Customs reserves the right to examine goods assigned to* ***Green lane****.*

STEP 18: Collect Goods

Lodge Documents (Where goods are located).

Proceed to station where goods are located. Officer will advise whether you should wait or return for examination based on the work load. Only Red and Yellow lane declarations should be lodged. Upon examination of goods/document, the officer will issue a release order which must be taken to the cargo custodian for delivery.

Ministry of Finance
Customs & Excise Department
Saint Kitts and Nevis

CUSTOMS RELEASE ORDER

Printed on 06/03/2014 at 08:27

A - PART I: GENERAL INFORMATION

01 - CUSTOMS OFFICE:	**BOBR Boarding Office Bird Rock**	**02 - MANIFEST REG. NUMBER**	**2014 6**
03 - VOYAGE NUMBER:	**TESTFAB**	**04 -DEPARTURE DATE**	**10/01/2014**
05 - WAYBILL NUMBER	**PEVBZE557551**	06 - ARRIVAL DATE:	14/01/2014
07 - CONSIGNEE NAME	AMIAN SIGFRID STANLEY	08 - CONSIGNEE ADDRESS	P.O. BOX 45 WEST INDEPENDENCE SQ. STREET BASSETERRE, , ,
09 - CARRIER AGENT NAME:	Test Address	11 -DATE ISSUED:	6/3/2014
10 - VESSEL:	SEA STALLION		PARBO) HNR 91
12 - TIME ISSUED	8:27:54	13 -ISSUED BY:	KISHA BROWNE

B - PART II: INFORMATION ABOUT THE LOCATION

15- LOCATION CODE	16- NAME OF TRANSIT SHED

C - CARGO DESCRIPTION

18- PACKAGE CODE	19- NUMBER OF PACKAGES	20-GROSS WEIGHT IN KILOS	21- VOLUME
CT	0.00	0.00	3.79

22- DESCRIPTION

AESX20090617031103 RESPIRATOR, SAMPLER ELECTRODES THIMBLES, ROPE CLIPS

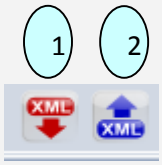
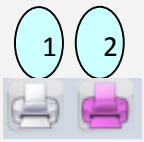
D - CONTAINER INFORMATION

CONTAINER ID	TYPE OF CONTAINER	SEALS
CLHU83507174	40ft Thermal Refrigerated	
TGHU78418193	40ft Thermal Refrigerated	
CLHU83505162	40ft Thermal Refrigerated	
TCKU94209781	40ft Thermal Refrigerated	

E - COMMENTS

How to use the declaration tool (icon) bar

Figure 1: declaration tool (icon) bar

	Document verification; to check all declaration fields for coherence and syntax.
	STORE, To Store the SAD on Customs ASYCUDA World server
	Validation and assessment; it is a two-in-one icon that does both validation as well as declaration assessment, i.e., calculation of duties and taxes
	1- Import from AW XML file; retrieve declaration data that have been stored locally on a workstation in an XML file for further processing. 2- Export to AW XML file; store declaration data in XML file on a workstation for later processing.
	Add supplier
	Delete item; to delete an item from the declaration.
	1- Hard copy 2- Customized; print on a pre-printed form.
	View total mass and View total packages; displays the total weight and total packages of all items belonging to the declaration.

	Add item; to add an item that belong to the declaration.
	Generate periodical summary declaration; to generate a periodical declaration if the authorization number is valid.
	Finder; search for documents in ASYCUDA World database.
	Help; provides the user with an online help.

Explanation of the SAD data elements

Table 1: SAD fields

Box No.	*Box Caption*	Description
A	***Customs office of declaration****	**A customs office at which a declaration is lodged.** **In case of IMPORT the field name is: Office of destination while in EXPORT it is: Office of dispatch/Export**
1	***Declaration****	The declaration model selected by the user **Type of declaration code according to the standard (EX1, EX2, IM4, etc...)**

2	***Exporter****	**Party who makes, or on whose behalf, the export declaration is made and who is the owner of the goods or has similar right of disposal over them at the time when the declaration is accepted. 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.**
3		**Used by the system**
4	***Load List***	**The number of loading lists, manifests or similar documents. (known also as waybill)**
5	***Items***	**Number of declared items.**
	Manifest*	**Reference number to identify a manifest.**
6	***No. packages****	**Total number of packages for the whole declaration; packages are made in such a way that they cannot be divided without first undoing the packing. The Number of Package can never be 0.**
7	***Reference* number***	**Trader's Declaration reference number. A number given to the declaration from the trader's register. The trader can use it to retrieve/modify his declarations. The Declarant cannot use it more than once in the same year. Year, number e.g. 200941**
8	***Consignee****	**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.**
9	***Financial***	**Name and address of the party responsible for either the transfer or repatriation of the funds relating to a transaction**

10	***Country last consignment.****	**Country from which goods have been or will be consigned prior to final importation** **The last country where the goods were placed on board the means of transportation before arriving into St. Kitts**
11	***Trading country.****	**Country in which the deal was done. (It might be useful as an indicator for the customs value)**
12	***Value details***	**Additional cost items.**
13	***C.A.P***	**Common Agricultural Policy. Not Used**
14	***Declarant****	**Customs clearing agent; could be the trader, if he is authorized to clear his consignments by himself, or a brokerage agency.**
15	***Country of export**** ***C.E.****	**Country from which goods are dispatched between countries of a Customs union, Dispatch country, Country of exportation, Country of provenance.** **The nation from which the goods are first exported**
16	***Country of origin****	**Country in which the goods have been produced or manufactured, according to criteria laid down for the application of the Customs tariff or quantitative restrictions (quota), or any measure related to trade.**
17	***C.D.**** **Country of destination***	**Country of destination; the country to which a consignment is to be delivered to the final consignee.**
18	***Identity and nationality* of active means of transport at departure***	**Means of transport used at the time of presentation (departure for export, arrival for import) of the consignment to a Customs office in the context of a goods declaration.**
19	***Ctr.***	**An indication whether goods are transported as a Full Container**

	Container	**Load (FCL) or not.**
20	***Delivery terms****	**Terms of delivery**
21	***Identity and nationality* of active means of transport crossing the border***	**Free form description of a type of means of transport.**
22	***Currency* & total amount invoiced***	**Total monetary amount charged in respect of one or more invoices associated with the currency in which goods were purchased. The red underline draws the user's attention to the general valuation note form.**
23	***Exch. Rate****	**The rate at which one specified currency is expressed in another specified currency.**
24	***Nature of transaction.****	**Code-1 specifying a type of contract under which the goods are supplied**
24	***Nature of transaction.****	**Code-2 specifying a type of contract. /. Sub category** **Code-1 and Code-2 should read together In order to give a comprehensive description of nature of transaction.**
25	***Mode transport at border****	**Code specifying a type of means of transport.**

26	***Inland mode transport****	**Code specifying a type of means of transport for in-country transportation.**
27	***Place of discharge****	**Name of a seaport, airport, freight terminal or other place at which goods are loaded onto the means of transport being used for their carriage.**
28	***Financial and banking data****	**Bank code**
28	***Terms of Payment****	**The financial agreement between the buyer and seller of the goods**
29	***Office of entry****	**Customs office at which the goods enter the customs territory of destination.**
30	***Location of goods****	**Name of the place where a specific goods item is located and eventual location in which physical inspection might take place.**
31	***Packages and description of goods****	**Plain language description of the nature of a goods item sufficient to identify it for customs, statistical or transport purposes. The kind of package code is chosen from a drop down menu and the corresponding text is printed on the next line.**
32	***Item No.***	**Serial number of the item in that declaration.**
33	***Commodity code****	**Code (Harmonized system) specifying a type of goods for Customs, transport or statistical purposes.**
34	***Country of Orig. Code****	**A code to identify the country in which the goods have been produced or manufactured, according to criteria laid down for the application of the Customs tariff or quantitative restrictions, or any measure related to trade.**

35	***Gross mass****	**Weight (mass) of goods including packaging but excluding the carrier's equipment.**
36	***Prefer. Code****	**Code specifying a regime according to which tax is assessed such as preferential duty rate.**
37	***PROCEDURE****	**Code specifying a procedure performed by Customs on goods which are subject to Customs control.** **The first part (Customs Procedure Code) identifies the treatment which the goods are to receive. The second part is known as the additional CPC Code and is used to identify if the goods are claiming a special duty/tax treatment**
38	***Net mass****	**Weight (mass) of goods without any packaging.**
39	***Quota***	**Not used**
40	***Summary declaration/Previous document****	**The identifier of a previous Customs document i.e. Customs Waybill**
41	***Supplementary units***	**Quantity of the goods in the unit as required by Customs for tariff, statistical or fiscal purposes**
42	***Item price***	**Amount due for each chargeable item of goods or services.**
43	***Valuation method code***	**Method used to value the declared item.**
44	***Additional information***	**Identifier of a document providing additional information.**

45	***VIN***	**Vehicle Identification Number**
46	***Statistical value***	**Value declared for statistical purposes of those goods in a consignment having the same statistical heading.**
47	***Calculation of taxes***	**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 payment/Prepayment***	**Reference number identifying a payment of a duty or tax**
49	***Identification of warehouse****	**To identify a warehouse where a particular consignment has been stored.**
50	***Principal****	**Name and address of a party liable for goods moving under a customs authorization and, when applicable, a guarantee**
51	***Intended office of transit***	**Name of the customs office which is responsible for transit formalities en route.**
52	***Guarantee not valid for***	**Customs office at which a security or guarantee for the movement of goods under a transit procedure is lodged.**
53	***Office of destination and country***	**Name of the customs office at which goods are released from a Customs transit regime.**
54	***Place and date***	**To be filled by the representative of the trader indicating the date of the declaration and the name of the representative.**

	C OFFICE OF DEPARTURE	**Transit**
		Proof that a document has been authenticated indicating where appropriate the authentication party. Results of customs controls, name and signature of customs officer and stamp.