

# ST. KITTS AND NEVIS CUSTOMS AND EXCISE DEPARTMENT

## SCANNED DOCUMENTS

User Manual

AW 4.2.2CC



VERSION:  
DRAFT VERSION

2019



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## Introduction

In keeping with our mandate to serve our citizens with efficiency and being flexible to change and embracing new innovations and concepts, the St. Christopher and Nevis Customs & Excise Department launches its ASYCUDA World manifest manual. This manual is intended to provide its users with detailed instructions for preparing and submitting an electronic declaration for cargo. Welcome to ASYCUDA World.

Section 25 Subsection 1&2 of the Customs and Control Management Act Cap 20.04 of the Laws of St. Christopher and Nevis Revised Edition 31<sup>st</sup> December 2002, requires the master of every vessel and the commander of every aircraft arriving at a Customs port from a place outside the state, or carrying goods brought in that vessel from a place outside the state and not yet cleared on importation, to electronically submit and deliver a report in such form and manner and containing such particulars as the Comptroller of Customs may direct.

To this end the Comptroller has so directed that these instructions form part of the reporting requirements for vessels and aircrafts. It is our intention that this user's manual will assist you greatly in fulfilling your obligation in this regard.

## About the Scan Document

The Scan Document module provides a facility for centralizing all ancillary documents which serves to meet the requirements for a declaration being submitted to the Customs authority. The declaration could be either a Cargo Manifest or a Customs Entry in the form of a Single Administrative Document (SAD). It allows for a single upload which can then be referenced on multiple or single declaration(s).

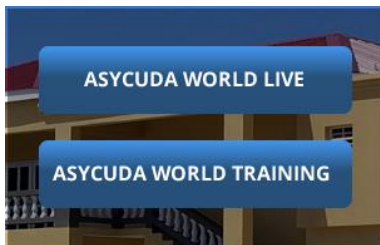
The SAD and the Manifest provides an attached document form to capture the reference information related to the Scan e-Document. Therefore, each Scan e-Document refers to a particular type of document and must pertain to a shipment/consignment. For example, the declarant should, for a given consignment, upload all invoices using one Scan e-Document and another Scan e-Document to upload all Trade Import Licenses and another to upload all Certificates of origin etc. Thereafter, the declarant simply uses his/her reference number(s) for the Scan e-Documents on the related SADs. The concept of centralizing uploads of scanned ancillary documents can mostly be appreciated when a) multiple SADs (IM7 & IM4) are required for a single shipment/consignment; b) when a submitted declaration has to be cancelled and resubmitted; and c) when a declaration has to be exported as XML and re-imported.

## Access to System

Access to ASYCUDA World is to be granted through an application process which entails submitting an application form with a passport size photograph. After application, users are issued with a username and password.

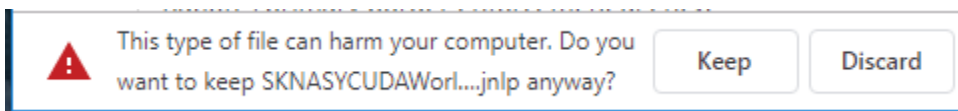
Open a Web Browser of your choice and navigate to the ASYCUDA World Portal by entering the following URL:  
<https://www.skncustoms.com/>

Click on the ASYCUDA World button to launch the Live or Training environment as shown in **Figure 1**.



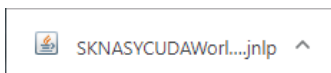
**Figure 1**

The following dialogue box will appear at the bottom of the screen as shown in **Figure 2**.



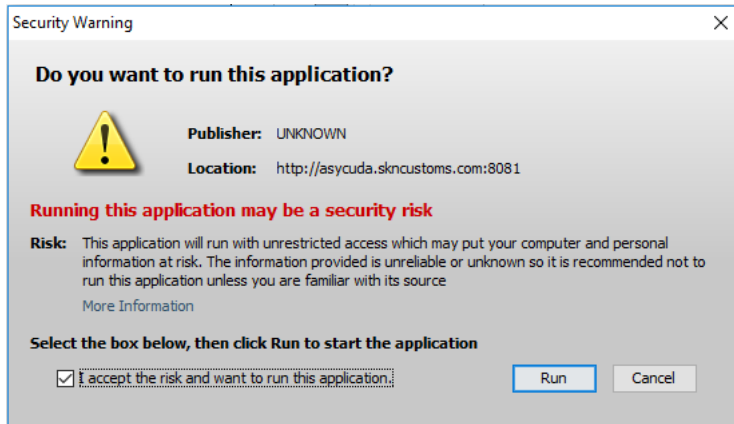
**Figure 2**

Click on the keep tab (refer to **Figure 3**) and the below jnlp file will appear.




**Figure 3**

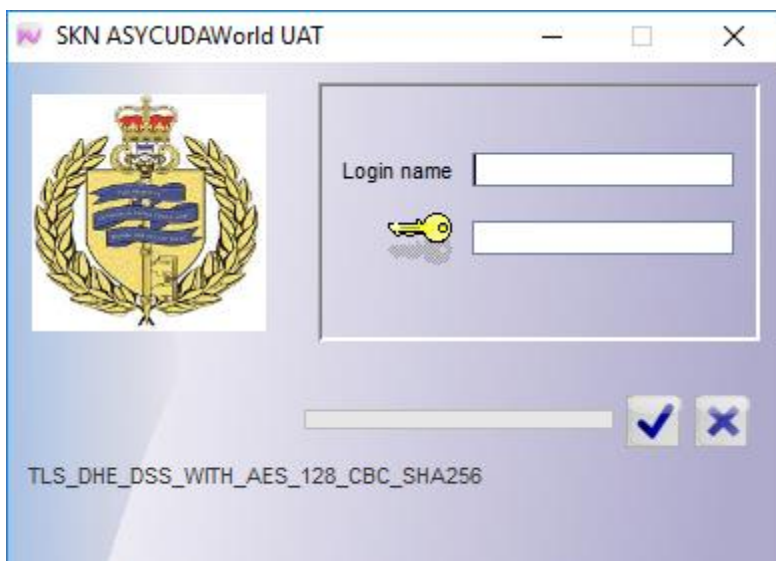
Click on the jnlp file to launch the application. Check the box next to **“I accept the risk and want to run this application”** and click on the Run button as shown in **Figure 4**.



**Figure 4**

## Logging into the System

Insert the relevant login name and password into the login interface shown in **Figure 5** below and click on the  icon.



**Figure 5**

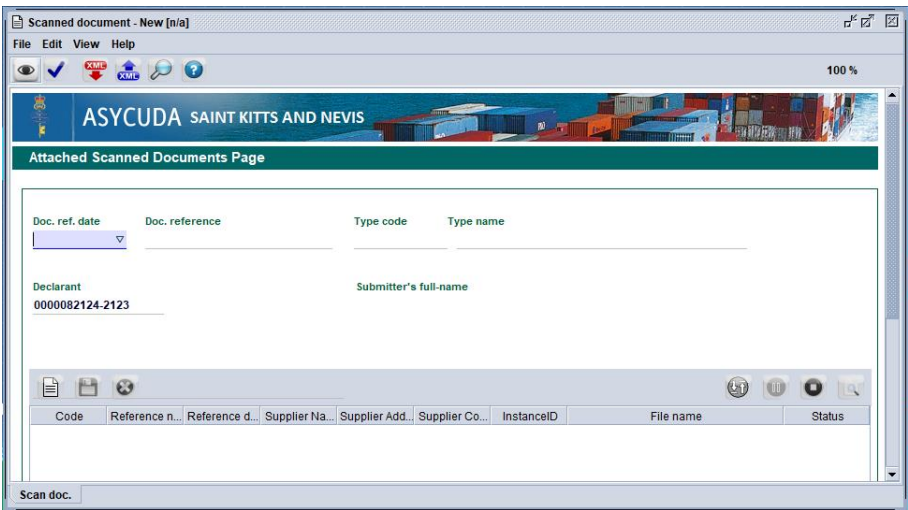
# Uploading Scanned Documents

All personnel conducting transactions within the ASYCUDA World Application are required to upload all relevant documents associated with the transaction via the Scanned documents folder. Upon successful login access the scanned document folder by following the path ASYCUDA → Scanned documents → Scanned document, right click on the e-document and select new as shown in **Figure 6**.



**Figure 6**

The following page will appear as shown in **Figure 7** below after clicking on the new button.



**Figure 7**

## Step 1

Three Fields on the general segment of the Scan e-Document form as described below:

1. **Doc. ref. date:** The date the Scan e-Document is being created
2. **Doc. reference:** The Declarant's Unique Reference ID for the Scan e-Document
3. **Type code:** The document type code for the scans being uploaded

**Figure 8** shows a completed general segment of the Scan e-Document Page.

Scanned document - New [TE1266]

File Edit View Help

100 %

ASYCUDA SAINT KITTS AND NEVIS

Attached Scanned Documents Page

Doc. ref. date	Doc. reference	Type code	Type name
31/05/2019	TE1266	BD01	BANKER'S DRAFT

Declarant	Submitter's full-name
0000082124-2123	

Code	Reference n...	Reference d...	Supplier Na...	Supplier Add...	Supplier Co...	InstanceID	File name	Status


Scan doc.

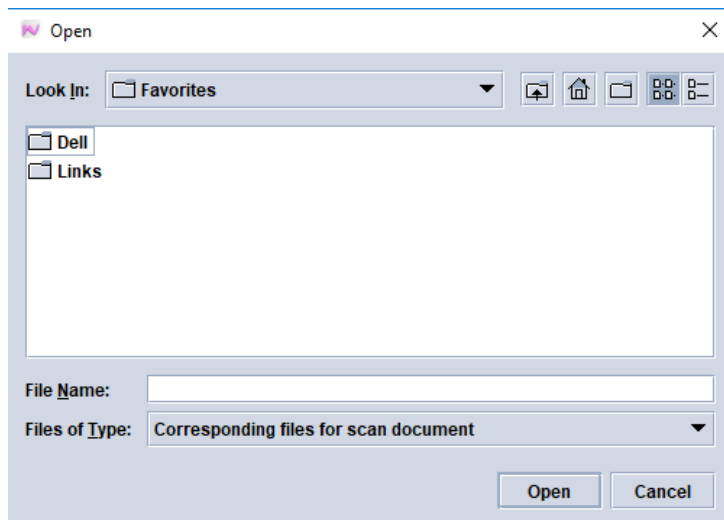
**Figure 8**

## Step 2

There are eight fields on the detail segment of the Scan e-Document form as described below:


4. **Code:** The document type code, same as that on the general segment
5. **Reference number:** The date for the scanned document, e.g. invoice date
6. **Reference date:** The scanned document reference number e.g. invoice number
7. **Supplier Name:** Name of company supplying the goods
8. **Supplier Address:** Name of company address
9. **Supplier Country:** Name of supplier country
10. **File name:** Name of scanned document file being uploaded
11. **Status:** A progress bar for the scanned document upload/download process

Click on the add  icon on the detail segment of the Scan e-Document and a file browser form will appear as shown in **Figure 9**. Browse the storage area of your computer to locate the scanned document to be uploaded.



**Figure 9**


### Step 3

Select the scan document to be uploaded and click open, the fields will be populated as shown in **Figure 10**. Complete the information and click on the upload  button

Code	Reference number	Reference date	Supplier Na...	Suppli...	Supplier Country	Instan...	File name	Status
BD01	TE12660						Stores Request For...	100 %

**Figure 10**



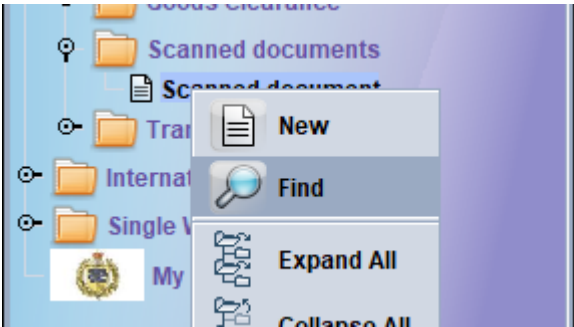
**Repeat Steps 2 to 3** to upload all scans that are relevant to the code entered on the top section of the document. Select the blue check  button as shown below to register the Scan e-Document with the uploaded scans.

**N.B:** If any errors occur they must be corrected before registration can be completed.


The maximum file size allowed is 500KB. Therefore, care must be taken when setting the resolution for your scanner.

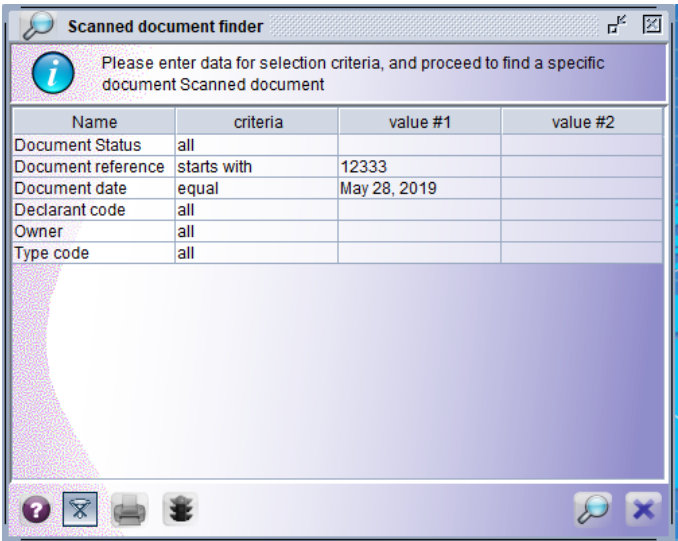
**Retrieving Scan Documents**

Access the Scan Documents folder using the path ASYCUDA → Scanned documents → Scanned document, right click on the e-document icon, then select find as shown in **Figure 11**.



**Figure 11**

The ASYCUDA Scanned Document Finder will appear. Enter the relevant criteria based on the options available and select the search  icon. **Figure 12** gives an example of a completed search criteria.

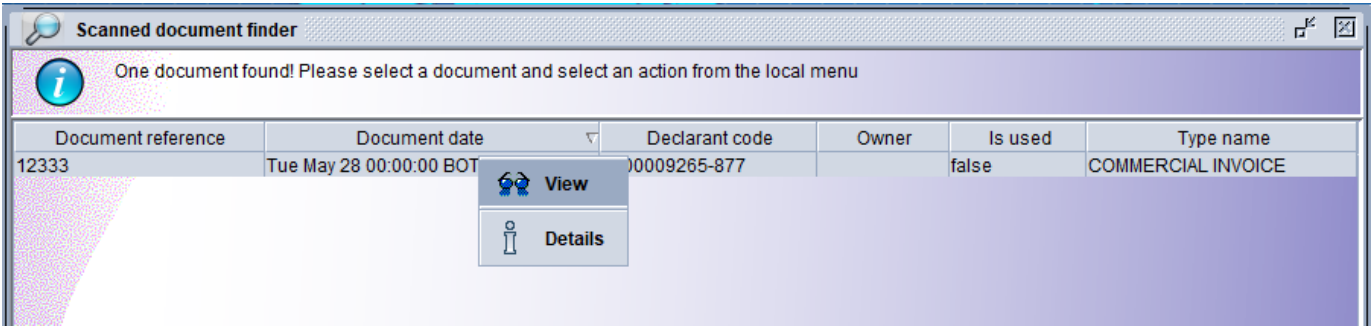


**Figure 12**

Once the information entered is correct the system will return all documents that fit the search criteria.

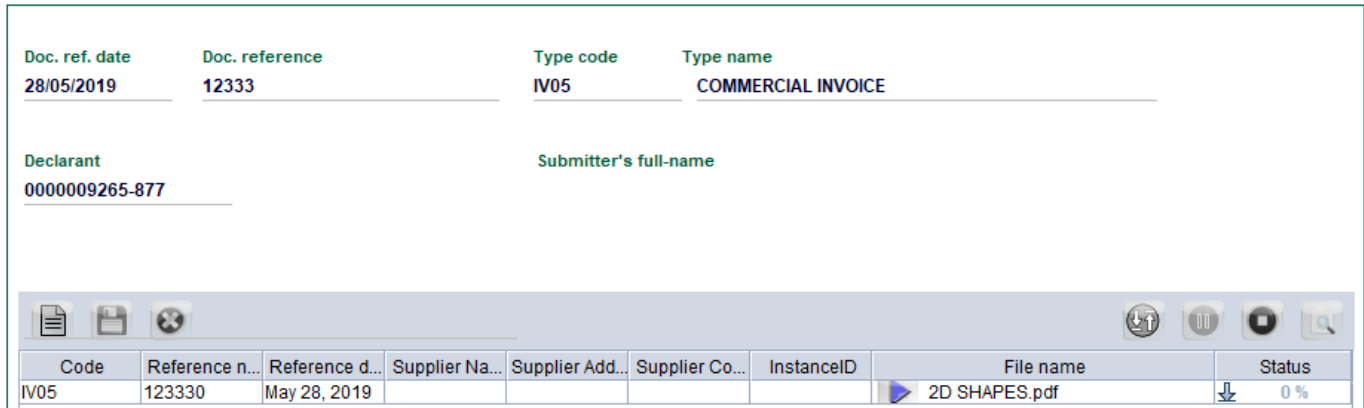
(N.B. Please enter the information that can uniquely identify the document you are in search of. This will reduce the number of records in the results, thus making it easier for you to locate your document.

Right click on the document in the finder results and select view or details based on the objective, as shown in **Figure 13**.




**Figure 13**

**Figure 14** shows the results when view is selected.



**Figure 14**

Click on the desired scanned document in the detail segment then click on the eye  button.